



RWANDA CIVIL AVIATION REGULATIONS

PART 29: AVIATION SECURITY

Consolidated to include Special Regulations issued since last amendment of Ministerial Order N°01/CAB.M/019 OF 06/02/2019 Establishing Civil Aviation Regulations.

Part 29

Aviation Security

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SUBPART A: GENERAL

29.001.CITATION & APPLICABILITY

- (a) This Part may be cited as Civil Aviation (Security) Regulations.
- (b) These Regulations apply to—
 - (1) All aerodromes in Rwanda
 - (2) Civil aviation operations;
 - (3) Persons at airports;
 - (4) Persons working in the aviation industry;
 - (5) Persons who occupy land or buildings forming part of an airport; and
 - (6) Persons on land adjoining or adjacent to, or within the vicinity of airports or air navigation installations which do not form part of an airport.
- (c) Notwithstanding the generality of paragraph (a), these Regulations apply to—
 - (1) Operators or owners of airports;
 - (2) Operators or owners of aircraft registered in Rwanda or aircraft registered in another state and operating in Rwanda
 - (3) Managers of air navigation installations;
 - (4) Persons permitted to have access to security restricted areas at an airport;
 - (5) Persons who offers goods for transport by air; and
 - (6) Any person whose conduct amounts to an act of unlawful interference or endangers aviation safety.
- (d) Nothing in these Regulations applies to or affects—
 - (1) A State aircraft; or
 - (2) Military or police aviation operations in Rwanda.
- (e) The Provisions of this Part shall apply to—
 - (1) Operators of international airports in Rwanda;
 - (2) Designated domestic airport operators and any other aerodrome operator specified by the Appropriate Authority;
 - (3) National aircraft operators;
 - (4) Foreign aircraft operators;
 - (5) Aerodrome tenants and/or operators of Tenant Restricted Areas at International airports or Designated Domestic airports;
 - (6) Any person in or within the vicinity of an international airport or designated domestic airport, or any other aerodrome specified by the Authority or any air navigation site or any land building installation or areas under the ownership management or control of the Authority;
 - (7) Any person who offers goods for transport by air;
 - (8) Air traffic service provider;
 - (9) Any person who provides a service to an air navigation service provider, aircraft operator and airport operator; and
 - (10) Any person on board an aircraft.
- (f) Those requirements addressing persons certificated under any Part of these Regulations apply also to any person who engages in an operation governed by any Part without the appropriate certificate, licence, operations specification, or similar document required as part of the certification.
- (g) Civil Aviation Security Programmes published by the Authority shall also be applicable to all organizations and individuals subject to this Part.

New::Annex 17: Special Regulation RSR/01/2020: Effective 15 November 2020

29.003 SUMMARY OF AMENDMENTS AND REVISION HIGHLIGHTS

- (a) The summary of amendments and revision highlights to this Part are contained in Appendix 1 to 29.003.

New: Internal: Special Regulation RSR/01/2020: Effective 15 November 2020

29.005. DEFINITIONS

- (a) For the purpose of this Part, the following definitions shall apply—

Act of unlawful interference. An act or attempted act to jeopardize the safety of civil aviation and air transport, including but not limited to—

- (i) Unlawful seizure of an aircraft in flight or on the ground;
- (ii) Destroying an aircraft in service or causing damage to the aircraft which renders it incapable of flight or which is likely to endanger its safety in flight;
- (iii) Hostage taking on board an aircraft or at an airport;
- (iv) Forcible intrusion on board an aircraft at an airport or on the premises of an aeronautical facility;
- (v) Introduction on board an aircraft or at an airport of a weapon or hazardous device or material intended for criminal purposes;
- (vi) Use of an aircraft in service for the purpose of causing death, serious bodily injury, or serious damage to property or the environment,
- (vii) Unauthorized possession, at an airport, or unauthorized introduction on board an aircraft, of a weapon or hazardous device or material;⁶
- (viii) Destroying or damaging air navigation facilities or interfering with their operation, if any such act is likely to endanger the safety of aircraft in flight;
- (ix) Violence against a person on board an aircraft in flight if that act is likely to endanger the safety of that aircraft;
- (x) Communicating information which is known to be false, thereby endangering 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;
- (xi) Unlawfully and intentionally using any device, substance or weapon—
 - (A) To perform an act of violence against a person at an airport serving civil aviation which causes or is likely to cause serious injury or death;
 - (B) To destroy or seriously damage the facilities of an airport serving civil aviation or an aircraft not in service located at the airport or disrupting the services of the airport, if that act endangers or is likely to endanger safety at that airport.

Advance Passenger Information. Passport details, and in some instances contact information, which has to be provided to the authorities before a person travel.

Aerial Work. Use of an aircraft in agriculture, construction, photography, surveying, observing, protection and patrol, aviation learning, aerial advertisement and fire extinguishing.

Airport. A defined area on land or water, including any buildings, installations and equipment, intended to be used either wholly or in part for the arrival, departure and surface movement of aircraft, and includes an aerodrome.

Airport operator. An individual, organization or enterprise, however designated, for the time being responsible for the administration and operation of an airport.

Airport Restricted Area Permit. A document issued under Regulation 29.115.

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

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Air Navigation Service Provider. A relevant authority designated with a responsibility for provision of air traffic services in Rwanda airspace.

Air Traffic Service Provider. See Air Navigation Service Provider

Authorized economic operator. A party involved in the international movement of goods in whatever function that has been approved by or on behalf of a national customs administration as complying with World Customs Organisation or equivalent supply chain security standards and may include manufacturers, importers, exporters, brokers, carriers, consolidators, intermediaries, ports, airports, terminal operators, integrated operators, warehouses, distributors and freight forwarders.

Authorized person. A person designated by the Authority under regulation 8 to be an authorized person for the purposes of these Regulations.

Authorized search. A search carried out by a screening officer during the screening of persons and goods, other things in the possession or control of persons who are screened and vehicles under the care or control of persons who are screened.

Authority. The Civil Aviation Authority established by law number 7 53/2011 of 14/12/2011.

Aviation security officer. A person employed by an operator as defined in this regulation to carry out security controls.

Background check. 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, in accordance with National legislation.

New::Annex 17: Special Regulation RSR/01/2020: Effective 15 November 2020

Behavior 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 behavior, 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.

Catering stores. All items, other than catering supplies, associated with passenger in-flight services, including newspapers, magazines, headphones, audio and video tapes, pillows, blankets and amenity kits.

Catering supplies. All food, beverages, other dry stores and associated equipment used in air transport.

Certification. A formal evaluation and confirmation by or on behalf of the Authority that a person possesses the necessary competencies to perform assigned functions to an acceptable level as defined by the Authority.

Civil aviation. Operations of aircraft in—

- (i) Commercial air transport operations;
- (ii) General aviation operations; and
- (iii) Aerial work.

COMAIL. An abbreviation of commercial air transport operator company mail, shipped within its network of stations.

COMAT. An abbreviation of commercial air transport operator company materials, shipped within its network of stations.

Commercial air transport operations. Aircraft operations involving the transport of passengers, cargo or mail for remuneration or hire.

Disruptive passenger. A passenger who fails to comply with the rules of conduct at an airport or on board an aircraft or to follow the instructions of the airport staff or aircraft crew members and thereby disturbs the good order and discipline at an airport or on board an aircraft.

Facilitation. The efficient management of the necessary control process, with the objective of

expediting the clearance of persons or goods and preventing unnecessary operational delays.

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

Goods. Includes cargo and mail.

Ground Handling Service Provider. A provider of services provided to airport users at the airport that include baggage handling, freight and mail handling as regards the physical handling of freight and mail, whether incoming, outgoing or being transferred between the air terminal and the aircraft, fuel and oil handling and ramp handling of high-risk cargo or mail. Cargo or mail presented by an unknown entity or showing signs of tampering if in addition, it meets one of the following criteria—

- (i) Specific intelligence indicates that the cargo or mail poses a threat to civil aviation; or
- (ii) The cargo or mail shows anomalies that give rise to suspicion; or
- (iii) The nature of the cargo or mail is such that baseline security measures alone are unlikely to detect prohibited items that could endanger the aircraft.
- (iv) Regardless of whether the cargo or mail comes from a known or unknown entity, a State's specific intelligence about a consignment may render it as high risk.

High-risk cargo or mail. 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.

New::Annex 17: Special Regulation RSR/01/2020: Effective 15 November 2020

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 authorized 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.

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

Known stores. Catering supplies and stores delivered to an aircraft operator and that have been subjected to appropriate security controls.

Landside. An area of an airport and buildings on it to which the nontraveling public has free access.

Mail. Dispatches of correspondence and other items tendered by and intended for delivery to postal services in accordance with the rules of the Universal Postal Union (UPU).

Minister. The minister responsible for civil aviation.

Necessary precautions. Verifications carried out by adequately trained staff members of the aircraft operator or the company operating on behalf of the aircraft operator, at the point of embarkation, in order to ensure that every person holds a valid travel document and, where applicable, the visa or residence permit required to enter the receiving State. These verifications are designed to ensure that any obvious irregularity including document alteration is detected.

Operator. An airport operator, an aircraft operator, a regulated agent and a catering operator.

Prohibited item. An item prescribed in Regulation 29.165 and which can be used to commit an act of unlawful interference.

Regulated agent. An agent, freight forwarder or other entity who conducts business with an operator and provides security controls that are accepted or required by the Authority in

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respect of cargo or mail;

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- Sabotage.** An act or omission, intended to cause malicious or wanton destruction of property, endangering or resulting in unlawful interference with civil aviation and its facilities.
- Screening.** The application of technical or other means which are intended to identify or detect weapons, explosives or other dangerous devices, articles or substances which may be used to commit an act of unlawful interference.
- Security.** Safeguarding civil aviation against acts of unlawful interference through 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.
- 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 restricted area.** Airside areas of an airport which are identified as priority risk areas where, in addition to access control, other security controls are applied and includes, inter alia, all passenger departure areas between the 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 survey.** An evaluation of security needs, including the identification of vulnerabilities which could be exploited to carry out an act of unlawful interference and the recommendation of corrective actions.
- Security test.** A covert or overt trial of an aviation security measure which simulates an attempt to commit an unlawful act.
- Sensitive Aviation Security Information.** Means information that, if accessed by or disclosed to unauthorized persons, could create or be used to exploit a vulnerability or facilitate an act of unlawful interference against civil aviation
- New::Annex 17: Special Regulation RSR/01/2020: Effective 15 November 2020*
- Single window.** A facility that allows parties involved in trade and transport to lodge standardized information and documents with a single entry point to fulfil all import, export, and transit-related regulatory requirements and where information is electronic then individual data elements should only be submitted once.
- State Aircraft:** Aircraft used by the Head of State and the one used in military, customs or police services.
- New::Annex 17: Special Regulation RSR/01/2020: Effective 15 November 2020*
- Supply chain assets.** Cargo and mail, facilities, equipment, information and personnel.
- Technical instructions.** The ICAO Technical Instructions for the Safe Transportation of Dangerous Goods by Air, Doc.9284.
- Transfer.** Cargo and mail. Cargo and mail departing on an aircraft other than that on which it arrived.
- Travel document.** A passport or other official document of identity issued by a State or organization, which may be used by the rightful holder for international travel.
- Unidentified baggage.** Baggage at an airport, with or without a baggage tag which is not picked by or identified with a passenger, and includes unattended baggage, unknown stores. Supplies and stores that have not have been subjected to appropriate security controls.
- Unknown stores.** Supplies and stores that have not have been subjected to appropriate

security controls.

Unpredictability. The implementation of security controls 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.

Vulnerability assessment". Means evaluation of the inadequacies and/or characteristics of any civil aviation system/assets, that could permit, aid or otherwise facilitate the commission of an act of unlawful interference. Vulnerability is determined by the mitigations in place, how effective they are and how well procedures are followed over time

New: Annex 17: Special Regulation RSR/01/2020: Effective 15 November 2020

29.010. ABBREVIATIONS & ACRONYMS

(a) The following acronyms and abbreviations are used in this Part—

ANSP = Air Navigation Service providers

APIS = Advance Passenger Information System

CMC = Crew Member Certificate

COMAIL = Company Mail

COMAT = Company Materials

Doc = ICAO Technical Document

ICAO = International Civil Aviation Organization

MANPADS = Man-Portable Air Defense Systems

NCASP= National Civil Aviation Security Programme

29.015. FUNCTIONS OF AUTHORITY IN RELATION TO AVIATION SECURITY

(a) The Authority shall have responsibilities as provided for in the law relating to Civil Aviation Security.

(b) The Authority shall in respect of other States—

(1) Cooperate in the development and exchange of information on National Civil Aviation Security Programmes in accordance with the laws of the Rwanda

(2) Subject to paragraph (a), the Authority may consider requests by States to share or exchange information on the development of security programmes.

(c) The Authority shall—

(1) Share threat information that applies to the aviation security interests in accordance with the laws of Rwanda;

(2) Subject to paragraph (a), the Authority may consider and share threat information of aviation interests with other states as deemed necessary for the purpose of protecting civil aviation against acts of unlawful interference".

(3) The Authority shall develop and implement procedures to share as appropriate, with relevant airport operators, aircraft operators, air traffic service providers or other entities concerned, in a practical and timely manner, relevant information to assist them to conduct effective security risk assessments relating to their operations.

New: Annex 17: Special Regulation RSR/01/2020: Effective 15 November 2020

(d) The Authority shall where deemed necessary consider entering into collaborative arrangements in order to increase the sustainability of the aviation security system by avoiding unnecessary duplication of security controls. The arrangement should be based on verification of equivalence of the security outcome ensured by the application of effective security controls of origin.

(e) The authority shall make the final determination for the incorporation of security considerations

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into the design and construction of new facilities and alterations to existing facilities at airports serving civil aviation

- (f) The Authority shall where practicable, utilize intelligence/information pertaining to the level and nature of threat to civil aviation operations as part of a regular security risk assessment for civil aviation with a view to adjusting relevant elements of the security measures established in the National Civil Aviation Security programme
- (g) Ensure the safety of passengers, crew, ground personnel and the general public in all matters related to safeguarding against acts of unlawful interference with civil aviation.
- (h) Develop and implement regulations, practices and procedures to safeguard civil aviation against acts of unlawful interference taking into account the safety, regularity and efficiency of flights
- (i) Ensure appropriate protection of sensitive aviation security information; and
- (j) Ensure operators deploy security equipment, where appropriate, to the extent operationally, technically and financially practicable, to achieve civil aviation security objectives.

New::Annex 17: Special Regulation RSR/01/2020: Effective 15 November 2020

29.020. POWER TO ACCESS & INSPECT AIRPORT, AIRCRAFT & OPERATOR'S PREMISES

- (a) The Authority shall have free and unobstructed access at all times to an airport, an aircraft operating from or within Rwanda, and the premises of an operator within Rwanda, for the purpose of inspecting security operations or to carry out security inspections and surveys, safety and security audits and testing function.

29.025. POWER OF AUTHORITY TO ISSUE ORDERS, CIRCULARS & DIRECTIVES

- (a) The Authority may make and issue orders, circulars and directives prescribing any aviation security matter which, under these Regulations, is to be prescribed, and generally for the better carrying out or enhancing of the objects and purposes of these Regulations.

29.030. AUTHORIZED PERSONS

- (a) The Authority may, in writing, designate qualified persons, whether by name or by title of office, to be authorized persons for the purposes of these Regulations and shall state the functions and limits of operation of the authorized persons.

29.035. AIRPORT OPERATORS

- (a) An operator of an airport serving civil aviation shall be responsible for coordinating the implementation of security controls.
- (b) Pursuant Aviation Security law, the primary objective of the Airport Security programme shall be to ensure the safety of passengers, crew, ground personnel and the general public in all matters related to safeguarding against acts of unlawful interference with civil aviation at the Airport.
- (c) The Airport Security Programme shall be prepared in the following manner—
 - (1) A comprehensive written programme shall first be prepared, stating in clear, concise language what duties and responsibilities, measures and procedures are to be undertaken and by whom, for each type of security situation. Operational lines of succession shall be listed and notations made concerning aid agreements and off-airport sources of assistance. The action required of each task group shall be described under appropriate headings; and
 - (2) Specific component parts of the programme shall be studied by supervisors whose personnel are required to take action in each security situation. These supervisors shall be required to produce standard operating procedures (sops) or instructions.
- (d) The Airport Security Programme shall provide for the incorporation of security features in the design of new airport facilities, particularly for those areas which on completion are likely to

be vital to the continuity of operations.

- (e) The Airport Security Programme shall contain information on the security equipment and its deployment and shall also make reference to calibration and testing procedures, which may be contained in standard operating procedures (sops).
- (f) The Airport Security Programme shall also include or make reference to contingency plans of action/ emergency plans designed to deal with any situation likely to jeopardize air transport security at the airport.
- (g) Once the draft Airport Security Programme is completed, it shall be reviewed and endorsed by the Airport Security Committee, established under a Prime Minister's Order, and then submitted for formal approval by the Authority.

New::Annex 17: Special Regulation RSR/01/2020: Effective 15 November

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- (h) The approved Airport Security Programme shall be published and issued as a controlled document, with individual copy numbers and a register of authorized copy holders who shall sign to acknowledge receipt of the document.
- (i) The Airport Security Programme copy holders shall be reminded of the document's security classification and the restrictions that are imposed. All amendments to the Airport Security Programme shall be approved by the Authority.
- (j) The operator of an airport serving civil aviation shall ensure that airport design requirements, including architectural and infrastructure-related requirements necessary for the implementation of the security measures in the national civil aviation security programme, are integrated into the design and construction of new facilities and alterations to existing facilities at airports.
- (k) Facilities that require specific protection shall be identified as vulnerable points well in advance of an emergency, and the nature and extent of the protection shall be defined.
- (l) The protection referred to in paragraph (i) shall fall into two categories:
 - (1) Physical security measures and routine preventive security procedures; and
 - (2) Contingency measures for a heightened threat or an emergency.
- (m) Security measures and procedures shall be deployed in a manner to ensure that the most effective use is made of the available resources. Sources of additional staff and equipment resources available to assist in periods of higher than normal threat shall be identified and plans developed to access those resources when necessary.
- (n) In accordance with the risk assessment carried out by relevant national or local authorities, ensure that appropriate measures on the ground or operational procedures are established to mitigate possible attacks against aircraft using Man-Portable Air Defense Systems (MANPADS) and other weapons representing a similar threat to aircraft at or near an airport.

29.040. AIRCRAFT OPERATORS

- (a) The requirement for Aircraft Operator Security Programme referred to in the law relating to aviation Security shall apply to—
 - (1) All commercial air transport operators providing service to and from Rwanda;
 - (2) Each entity conducting general aviation operations, including corporate aviation operations, using aircraft with a maximum take-off mass greater than 5 700 kg; and
 - (3) Each entity conducting aerial work operations.
- (b) The Aircraft Operator Security Programme shall contain operations features specific to the type of operations conducted.
- (c) All operators providing service from Rwanda and participating in codesharing or other

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collaborative arrangements with other operators shall notify the Authority of the nature of these arrangements, including the identity of the other operators.

- (d) The Aircraft Operator Security Programme shall be in accordance with the requirements prescribed in the National Civil Aviation Security Programme.
- (e) All amendments to the Aircraft Operator Security Programme shall be approved by the Authority.

29.045. AIR TRAFFIC SERVICE PROVIDERS SECURITY PROGRAMME.

Air Traffic Service providers (ATSP) shall develop written security procedures on the security of their facilities and systems and for response to acts of unlawful interference in accordance with the National Civil Aviation Security Programme.

New::Annex 17: Special Regulation RSR/01/2020: Effective 15 November

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29.050. INTERNATIONAL COOPERATION

- (a) The Authority shall:
 - (1) Ensure that requests from authorities of other Contracting States for additional security measures in respect of a specific flight(s) by operators of such other States are met, as far as may be practicable.
 - (2) Cooperate with authorities other States in the development and exchange of information concerning National Civil Aviation Security Programmes, Training Programmes and Quality Control Programmes, as necessary.
 - (3) Establish and implement procedures to share with authorities of other Contracting States threat information that applies to the aviation security interests of those States, to the extent practicable.
 - (4) Establish and implement suitable protection and handling procedures for security information shared by authorities of other Contracting States, or security information that affects the security interests of other Contracting States, in order to ensure that inappropriate use or disclosure of such information is avoided.
 - (5) Make available to other Contracting States on request a written version of the appropriate parts of national civil aviation security programme.
 - (6) Consider entering into collaborative arrangements with authorities of other Contracting States in order to increase the sustainability of the aviation security system by avoiding unnecessary duplication of security controls.
- (b) The authority shall ensure that a clause related to aviation security is include in each bilateral agreements on air transport, taking into account the security clause developed by International Civil Aviation Organization.
- (c) Without limiting the generality of Regulation (a)(1) of this regulation, states requesting for additional security measures for a specific flight(s) shall ensure appropriate consultation and give consideration to alternative measures of Rwandan Airports that are equivalent to those requested.

New::Annex 17: Special Regulation RSR/01/2020: Effective 15 November 2020

SUBPART B: SECURITY PROGRAMMES

29.055. NATIONAL CIVIL AVIATION SECURITY PROGRAMME

- (a) The Authority shall establish a National Civil Aviation Security Programme as stated under the provisions of Article 12 of the law relating to civil aviation Security.

New: Annex 17: Special Regulation RSR/01/2020: Effective 15 November 2020

- (b) The National Civil Aviation Security Programme shall include a minimum of the following matters—
- (1) Programme objective
 - (2) Legislation
 - (3) Allocation of responsibilities
 - (4) Coordination and communications
 - (5) Protection of airports, aircraft and air navigation facilities
 - (6) Security control of persons and items being placed on board
 - (7) Security equipment
 - (8) Personnel
 - (9) Management of response to acts of unlawful interference
 - (10) Quality control
 - (11) Adjustment of the programme and contingency plans

- (c) The National Civil Aviation Security Programme shall be reviewed and updated as the need may arise and taking into consideration Annex 17 Standards and their amendments. The amendment shall be done at least once in each year.

New: Annex 17: Special Regulation RSR/01/2020: Effective 15 November 2020

- (d) The Authority shall ensure that a regular security risk assessment for civil aviation is conducted with a view to adjusting relevant elements of the security measures established in the National Civil Aviation Security Programme.

New: Annex 17: Special Regulation RSR/01/2020: Effective 15 November 2020

29.060. NATIONAL CIVIL AVIATION SECURITY QUALITY CONTROL PROGRAMME

- (a) With reference to the law relating to civil Aviation Security, a National Civil Aviation Security Programme shall be developed, implemented and maintained for purposes of—

- (1) Determining and monitoring compliance with and validating the effectiveness of the National Civil Aviation Security Programme;
- (2) Determining the adequacy and effectiveness of the National Aviation Security Programme through audits, tests, surveys, inspections and exercises;
- (3) Ensuring that all persons who are assigned aviation security duties or responsibilities are verifiably trained and instructed to carry out those duties
- (4) Ensuring that persons implementing security controls possess all competencies required to perform their duties and are appropriately trained and certified;
- (5) Ensuring that acts of unlawful interference are investigated; and
- (6) Reviewing and re-evaluating security measures and controls immediately following an act of unlawful interference.

New: Annex 17: Special Regulation RSR/01/2020: Effective 15 November 2020

- (b) The National Civil Aviation Security Quality Control Programme shall contain appropriate methods, means and procedures for—

- (1) Ensuring that the personnel carrying out security audits, tests, surveys and inspections

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- are trained to appropriate standards for these tasks in accordance with the National Civil Aviation Security Programme;
- (2) Ensuring that the personnel carrying out security audits, tests, surveys and inspections are afforded the necessary authority to obtain information to carry out those tasks, and to enforce corrective actions;
 - (3) Supplementing the National Civil Aviation Security Quality Control Programme by establishing a confidential reporting system for analyzing security information provided by sources including passengers, crew and ground personnel; and
 - (4) Establishing a process to record and analyse the results of the National Civil Aviation Security Quality Control Programme, to contribute to the effective development and implementation of the National Civil Aviation Security Programme, including identifying the causes and patterns of non-compliance and verifying that corrective actions have been implemented and sustained.
 - (5) Ensuring that security gaps identified during quality control activities are closed
- (c) The National Civil Aviation Security Quality Control Programme shall—
- (1) Provide for structures, responsibilities, processes and procedures that promote and establish an environment and culture of continuing improvement and enhancement of aviation security; and the means for ensuring that persons tasked with carrying out security duties do so effectively; and
 - (2) Provide all persons assigned aviation security duties or responsibilities with direction for the effective application of aviation security controls, to prevent acts of unlawful interference.
- (d) The Authority shall ensure that the management, setting of priorities and organization of the National Civil Aviation Security Quality Control Programme is undertaken independently from the entities and persons responsible for the implementation of the measures taken under the National Civil Aviation Security Programme.
- (e) Each entity responsible for the implementation of relevant elements of the National Civil Aviation Security Programme shall periodically verify the implementation of security measures outsourced to external service providers is in compliance with the entity's security programme;

New::Annex 17: Special Regulation RSR/01/2020: Effective 15 November 2020

29.065. REGULATED AGENT SECURITY PROGRAMME

- (a) With reference to the law relating to civil Aviation Security, a Regulated Agent Security Programme shall contain—
- (1) Provisions to meet the requirements of the National Civil Aviation Security Programme and these Regulations; and
 - (2) Provisions to respond to orders, circulars and directives issued by the Authority under Regulation 29.025;
 - (3) Details of how the regulated agent plans to meet and maintain the requirements set out in the Regulated Agent Security Programme;
 - (4) Procedures for—
 - (i) Ensuring that where screening of cargo and mail is conducted, screening is carried out using an appropriate method or methods, taking into account the nature of the consignment;
 - (ii) Ensuring the security of buildings, premises, transport facilities and access control;
 - (iii) Recruitment and training of staff involved in the implementation of security controls;
 - (iv) Physical separation of screened from unscreened cargo;
 - (v) Action to be taken in the event cargo and mail the integrity of cargo and mail is jeopardized, prior to carriage.
 - (vi) Measures for the protection of cargo and mail from unauthorized interference,

from the point screening or other security controls are applied, until departure of the aircraft

- (vii) Incident reporting;
- (5) Any other matter prescribed by the Authority.
- (b) Approval of Regulated Agent Security Programme shall be based on the supply chain security process, which comprises management of applicable cargo and mail policies, procedures, and technology, as stipulated in the NCASP to protect supply chain assets from acts of unlawful interference, theft, damage, or terrorism, and to prevent the introduction of unauthorized contraband, people or weapons of mass destruction into the supply chain.
- (c) The regulated agent shall ensure that cargo and mail that have been confirmed and accounted for have then been issued with a security status, either in an electronic format or in writing, to accompany the cargo and mail throughout the secure supply chain.
- (d) Without prejudice to Article 13 of the law relating to civil Aviation Security and Regulation 29.65(c), the authority shall have rights to disqualify, suspend and revoke the regulated agent designation in the following events—
 - (1) Disqualification – shall result from an inability to meet the requirements for a regulated agent at the application phase, and failure to maintain or implement security measures or procedures required by the authority after administrative warnings or fines have been imposed;
 - (2) Suspension – shall result from a short-term inability to implement security controls required by the authority, or a voluntary request by an entity to suspend its designation for a specified period or permanently;
 - (3) Revocation – shall result from continuous violations of national requirements or the entity's approved regulated agent Security Programme, or the entity may no longer be involved in the handling, processing or storage of air cargo.
- (e) The Regulated Agent Security Programme shall be reviewed and updated as the need may arise and at least once a year.

29.070. IN-FLIGHT CATERING OPERATOR SECURITY PROGRAMME

- (a) A Catering Operator Security Programme shall contain a minimum of the following—
 - (1) Provisions to meet the requirements of the National Civil Aviation Security Programme and these Regulations;
 - (2) Details of how the catering operator intends to comply with, and maintain the requirements set out in the Catering Operator Security programme;
 - (3) Procedures for—
 - (i) Ensuring that catering, stores and supplies intended for carriage on passenger aircraft are subjected to appropriate security controls and thereafter protected until loaded onto the aircraft;
 - (ii) Ensuring the security of buildings, premises and transport facilities;
 - (iii) Recruitment and training of staff involved in the implementation of security controls;
 - (iv) Reporting of incidents;
 - (4) Any other matter prescribed by the Authority.
- (b) An in-flight Catering Operator Security programme shall be set out in the manner prescribed in the National Civil Aviation Security Programme.
- (c) The Catering Operator Security Programme shall be reviewed and updated as the need may arise and at least once a year.

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SUBPART C: TRAINING PROGRAMMES

29.075. NATIONAL AVIATION SECURITY TRAINING PROGRAMME

- (a) With reference to Article 18 of the law relating to civil Aviation Security, The Authority shall develop a National Aviation Security Training Programme for personnel of all entities involved with or responsible for the implementation of various aspects of the National Civil Aviation Security Programme including periodic security awareness training for those authorized to have unescorted access to airside.
- (b) The Authority shall co-ordinate the implementation of the National Aviation Security Training Programme developed under paragraph (a).
- (c) The Authority shall notify the entities concerned of the training requirements identified in the National Aviation Security Training Programme for their implementation.
- (d) The Authority shall ensure the development and implementation of certification programmes for screeners and instructors in accordance with the National Civil Aviation Security Programme
- (e) Person shall not operate a training center whose purpose is to provide civil aviation security training in accordance with these regulations and the National Civil Aviation Security Training Programme without an Approved Training Organization certificate issued by the Authority.
- (f) The National Civil Aviation Security Training Programme shall be reviewed and updated as the need may arise and taking into consideration Annex 17 Standards and their amendments. The amendment shall be done at least once in each year.

New::Annex 17: Special Regulation RSR/01/2020: Effective 15 November 2020

29.080. OPERATOR AVIATION SECURITY TRAINING PROGRAMME

- (a) Every operator shall develop and implement an Aviation Security Training Programme to ensure the effective implementation of their respective security operations; and the training programme shall conform with the requirements of the National Aviation Security Training Programme and these Regulations.
- (b) A training programme referred to in paragraph (a) shall include—
 - (1) Training of appropriate employees, taking into account human factors principles and human performance; and
 - (2) Training to acquaint appropriate employees with preventive measures and techniques in relation to passengers, baggage, cargo, mail, equipment, stores and supplies intended for carriage on an aircraft to enable them to contribute to the prevention of acts of sabotage, unlawful seizure of aircraft or other forms of unlawful interference and to minimize the consequences of such events should they occur.
 - (3) A training programme referred to in paragraph (a) shall be submitted to the Authority for approval in accordance with the procedure prescribed in Regulations 29.085 and 29.090.

29.085. APPLICATION

- (a) Where a Security Programme is required to be approved by the Authority for approval of security programme under Regulations 29.035, 29.040, 29.055, 29.060, 29.065, 29.070, 29.075 and 29.080 of these Regulations, the applicant shall—
 - (1) Submit the Programme to the Authority, ensuring that it meets the requirements of the National Aviation Security Programme, these Regulations and any other relevant law; and
 - (2) Pay the fee prescribed by the Authority.
 - (3) A Security Programme submitted to the Authority for approval under this

regulation shall be in duplicate and signed by the applicant or on behalf of the applicant.

29.090. APPROVAL OF SECURITY PROGRAMME

- (a) Where the Authority is satisfied that a Security Programme submitted under Regulation 29.085, meets the requirements of these Regulations, the National Civil Aviation Security Programme and any other relevant law, the Authority shall, within thirty days after receipt of the Programme, approve the security programme.
- (b) Where the Authority determines that a Security Programme submitted under Regulation 29.085 does not meet the requirements of these Regulations, the National Civil Aviation Security Programme or relevant law, the Authority shall, within thirty days after receipt of the Programme, direct the applicant to modify and resubmit the Security Programme to the Authority within thirty days after receipt of the Programme by the applicant.
- (c) Where the Authority is satisfied that a Security Programme re-submitted under paragraph (b) meets the requirements of these Regulations, the National Civil Aviation Security Programme and any other relevant law, the Authority shall, within fifteen days, after receipt of the Programme, approve the security programme.

29.095. CHANGED CONDITIONS AFFECTING SECURITY

- (a) Where a Security Programme has been approved under Regulation 29.090, the operator, where applicable, shall comply with the procedure prescribed by paragraph (b), whenever the operator determines that—
 - (1) Any description of the area set out in the Security Programme is no longer accurate;
 - (2) Any description of the operations set out in the Security Programme is no longer accurate, or that the procedures included, and the facilities and equipment described in the Security Programme are no longer adequate.
- (b) Whenever a situation described in paragraph (a) occurs, the operator, where applicable shall
 - (1) Immediately notify the Authority of the changed conditions, and identify each interim measure being taken to maintain adequate security until approval is granted for an appropriate amendment of the security programme; and
 - (2) Within thirty days after notifying the Authority in accordance with paragraph (a), submit for approval, in accordance with the procedure prescribed by Regulation 29.085, an amendment to the Security Programme to bring it into compliance with these Regulations.
- (c) The Authority shall, where an amendment to a security programme is submitted to it under paragraph (b)(2), approve the amendment in accordance with the procedure prescribed by Regulation 29.090.

29.100. POWER OF AUTHORITY TO DIRECT AMENDMENT OF SECURITY PROGRAMME

- (a) Where the Authority determines that an operator's security programme requires amendment, the Authority may direct the respective operator to amend the security programme and submit it to the Authority for approval.

(b) [DELETED]

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29.101 DISSEMINATION OF SECURITY PROGRAMMES

- (c) The Authority shall make available to its airport and aircraft operators and air traffic service providers operating in its territory and other entities concerned, a written version of the appropriate parts of its National Civil Aviation Security Programme and/or relevant information

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or guidelines enabling them to meet the requirements of The National Civil Aviation Security Programme

- (d) The dissemination of security programmes shall be made in a manner such that each operator gets relevant parts and in a secure manner in accordance with the National Civil Aviation Security Programme.

New::Annex 17: Special Regulation RSR/01/2020: Effective 15 November 2020

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SUBPART D: PREVENTIVE SECURITY MEASURES

29.105. AIRPORT SECURITY ACCESS CONTROL TO SECURITY RESTRICTED AREAS

- (a) An airport operator shall ensure that identification systems are established in respect of persons and vehicles in order to prevent unauthorized access to airside areas and security restricted areas.
- (b) The Authority shall ensure that:
 - 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 in the National Civil Aviation Security Programme; 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.

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- (c) Identity of persons and vehicles shall be verified at designated checkpoints before access is allowed to airside areas and security restricted areas.
- (d) An airport operator shall ensure that the movement of persons and vehicles to and from the aircraft is supervised in security restricted areas in order to prevent unauthorized access to aircraft.
- (e) An airport operator shall ensure that persons other than passengers, together with items carried, prior to entry into airport security restricted areas serving civil aviation operations, are subject to screening and security controls.
- (f) An airport operator shall ensure that vehicles being granted access to security restricted areas, together with items contained within them, are subject to screening or other appropriate security controls in accordance with the provisions of the National Civil Aviation Security Programme.
- (g) An airport operator shall use of random and unpredictable security measures to contribute to the deterrent effect of security measures.
- (h) An airport operator shall ensure that various components of the practical implementation of aviation security measures, including equipment, personnel and procedures are tested regularly in order to monitor the effectiveness of the security measures in place.
- (i) An airport operator shall carry out periodic inspections and audits of aviation security measures to determine that the terms and provisions of approved security programmes are being correctly applied.
- (j) An airport operator shall ensure that exercises, designed to test aviation security measures shall be developed and carried out to determine the effectiveness of procedures and contingency plans and for the management of response to acts of unlawful interference.
- (k) The Authority shall ensure that identity documents issued to aircraft crew members provide a harmonized and reliable international basis for recognition and validation of documentation to permit authorized access to airside and security restricted areas by conforming to the prescribed specifications.
- (l) Integrate behavior detection into its aviation security practices and procedures

29.110. AIRPORT SECURITY CONTROLS

- (a) An airport operator shall maintain and carry out security measures and procedures including

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identification and resolution of suspicious activity that may pose a threat to civil aviation at the airport for the purpose of

Protecting passengers, crew members, aircraft, airports and aviation facilities and preventing acts of unlawful interference and ensuring that appropriate action is taken when an act of unlawful interference occurs or is likely to occur.

- (b) Every operator of an airport serving civil aviation shall be responsible for the security of facilities and employment of security equipment, where appropriate, to the extent operationally, technically and financially practicable, to achieve civil aviation security objectives and shall—
- (1) Institute and maintain measures including the use of random and unpredictable security measures to prevent weapons, explosives or any other dangerous device which may be used to commit an act of unlawful interference, the carriage or bearing of which is not authorized, from being introduced, by any means, on board an aircraft engaged in civil aviation;
 - (2) Ensure that—
 - (i) Access to airside areas at the airport is controlled in order to prevent unauthorized entry;
 - (ii) Security restricted areas are established at the airport, in accordance with Regulation 29.115;
 - (iii) Architectural and infrastructure related requirements necessary for the optimum implementation of security measures under the National Civil Aviation Security Programme are integrated into the design and construction of new facilities and alterations to existing facilities at airports;
 - (iv) Landside areas are identified and security measures are established to mitigate the risk of and prevent possible acts of unlawful interference in accordance with national and local risk assessments carried out by the relevant authorities;
 - (v) Persons engaged to implement security controls are subject to background check. However, Aviation security personnel drawn from Rwanda National Police and Rwanda Defense Forces shall be exempted from such background checks.
 - (vi) Sand selection procedures, are capable of fulfilling their duties and are adequately trained;
 - (vii) Originating passengers and crew, and their baggage are screened before accessing restricted areas and before boarding an aircraft engaged in commercial air transport operations;
 - (viii) Originating hold baggage is screened before being loaded into an aircraft engaged in commercial air transport operations;
 - (ix) All hold baggage to be carried on aircraft engaged in commercial air transport is protected from unauthorized interference from the point it is screened or accepted into the care of the carrier, whichever is earlier, until departure of the aircraft on which it is to be carried; and that where the integrity of hold baggage is jeopardized, the hold baggage is re-screened before being placed on board an aircraft;
 - (x) Commercial air transport operators do not transport the baggage of passengers who are not on board the aircraft unless that baggage is identified as unaccompanied and subjected to additional screening subsequent to it being established as unidentified;
 - (xi) Transfer hold baggage is screened before being loaded into an aircraft engaged in commercial air transport operations, unless the airport operator 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;

(xii) Commercial air transport operators only transport items of hold baggage which have been individually identified as accompanied or unaccompanied, screened to the appropriate standard and accepted for carriage on that flight by the air carrier and that all such baggage is recorded as meeting these criteria and is authorized for carriage on that flight;

(xiii) transfer passengers and their cabin baggage are screened prior to boarding an aircraft, or a policy to implement appropriate alternative measures for the validation of screening accepted at the point of origin in a foreign State

New: Annex 17: Special Regulation RSR/01/2020: Effective 15 November 2020

(xiv) Transfer passengers and their cabin baggage are subjected to adequate security controls to prevent unauthorized articles from being taken on board aircraft engaged in civil aviation;

(xv) There is no possibility of mixing or contact between passengers subjected to security control and other persons not subjected to such control after the security screening points at airports

Serving civil aviation have been passed; and that where mixing or contact does take place, the passengers concerned and their cabin baggage are re-screened before boarding an aircraft;

(xvi) The persons carrying out security controls are certified according to the requirements of the National Civil Aviation Security Programme;

(xvii) Luggage or personal belongings left unattended at an airport are subjected to appropriate security controls and disposal procedures;

(xviii) Persons other than passengers, together with their items being granted access to security restricted areas shall be screened or subjected to other security controls, including but not limited to proportional screening, randomness and unpredictability in accordance with a risk assessment carried out by relevant national authorities

(xix) Vehicles being granted access to security restricted areas, together with items contained within them, shall be screened or subjected to other appropriate security controls in accordance with a risk assessment carried out by the relevant national authorities

(xx) Measures are established to ensure that merchandise and supplies introduced into security restricted areas are subjected to appropriate security controls, including screening where applicable

(xxi) Where practicable, in order to improve efficiency, modern screening or examination techniques shall be used to facilitate the physical examination of goods to be imported or exported.

(3) The airport operator, regulated agent or any other entity in possession and use of the security equipment shall ensure that;

(i) All security equipment in use are operated in conjunction with the manufacturers' recommendations and individual standard operating procedures as contained in airport security programme.

(ii) Preventive and fault maintenance schedules are instituted and implemented to guarantee that all security equipment is operating at optimum efficiency.

(i) Suitably qualified technicians are available to carry out the necessary maintenance of equipment

(ii) Daily performance testing of equipment are done as per the respective operator

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Security programme.

New: Annex 17: Special Regulation RSR/01/2020: Effective 15 November 2020

- (4) Situate car-parking areas away from terminal buildings, critical infrastructure and aprons for at least 50 meters to reduce the risk associated with Vehicle Borne Improvised Explosive Devices.
- (5) Establish—
 - (i) Storage areas where mishandled baggage may be held after screening until forwarded, claimed or disposed of;
 - (ii) Bomb disposal areas where detected explosives may be disposed of;
 - (iii) Person and vehicle identification systems;
- (6) Institute and implement adequate security controls, including background checks on persons other than passengers granted unescorted access to security restricted areas of the airport;
- (7) Provide adequate supervision over the movement of persons and vehicles to and from the aircraft in order to prevent unauthorized access to aircraft;
- (8) Investigate, render safe and dispose of, if necessary, suspected sabotage devices or other potential hazards at the airport;
- (9) Employ and deploy suitably trained personnel to assist in dealing with suspected or actual cases of unlawful interference with civil aviation;
- (10) Conduct a full scale contingency exercise that incorporates security scenarios at least once in every three years;
- (11) Conduct a tabletop contingency exercise at least once a year.
- (12) Ensure that international security measures apply to domestic operations to the extent practicable, based on a security risk assessment carried out by the entity/committee mentioned in the National Civil Aviation security Programme.
- (13) Establish measures at an airport for transit operations to protect transit passengers and their cabin baggage from unauthorized interference, and to protect the integrity of the security of the airport of transit.

New: Annex 17: Special Regulation RSR/01/2020: Effective 15 November 2020

29.115. SECURITY RESTRICTED AREAS & AIRPORT SECURITY PERMITS

- (a) The Authority, in conjunction with the airport operator and other responsible persons concerned, shall identify areas where, based on a security risk assessment carried out by the Authority, operations vital to the continued safe operation of civil aviation in Rwanda are carried out, and designate those areas as security restricted areas.
- (b) A security restricted area shall—
 - (1) Be marked and protected through physical or personnel protective measures or through a combination of physical and personnel protective measures to prevent unauthorized access to it;
 - (2) Be separated from public or non-security restricted areas by an appropriate physical barrier; and
 - (3) Be inspected at regular intervals.
- (c) Authorized access to a security restricted area at every airport and designated off airport facilities serving commercial air transport operations shall be controlled through the issuance of Airport Restricted Area Permits.
- (d) A person issued with an Airport Restricted Area Permit under this regulation shall use it while on duty and properly display it at all times as prescribed in the relevant Airport Security Programme.
- (e) The Airport Operator shall specify the recognized places of entry through the security restricted area barrier and ensure that the area has adequate physical protection, of at least the same quality as the barrier itself, or is enough to prevent unauthorized access.

- (f) An airport operator shall keep, at the airport, a current scale map of the airport identifying security restricted areas, security barriers and security restricted area access points.
- (g) An airport operator or a person in charge of any other restricted area mentioned in Regulation 29.115(c) shall not issue a restricted area permit to a person unless the person:
 - (1) Applies in writing;
 - (2) Is sponsored in writing by his/her employer;
 - (3) Fulfills other requirements by the Airport Operator
- (h) An airport operator or a person in charge of any other restricted area mentioned in Regulation 29.115(c) shall ensure that the following information is displayed on each restricted area identity card that it issues, in addition to any other requirements deemed necessary for the security of the restricted areas:
 - (1) The full name of the person to whom the card is issued;
 - (2) The height of the person to whom the card is issued;
 - (3) A photograph depicting a frontal view of the face of the person to whom the card is issued;
 - (4) The expiry date of the card;
 - (5) The name of the airport where the card is issued;
 - (6) The name of the employer of the person to whom the card is issued if that person has a single employer;
 - (7) The terms "multi-employer" if the person to whom the card is issued has more than one employer;
 - (8) The occupation of the person to whom the card is issued if that person has a single occupation; and
 - (9) The terms "multi-occupation" if the person to whom the card is issued has more than one occupation.
- (i) An employer shall not—
 - (1) Sponsor an employee who does not require ongoing access to restricted areas in the course of their employment; or
 - (2) Knowingly sponsor an employee for more than one restricted area identity card at a time.
- (j) The employer of a person to whom a restricted area identity card has been issued shall immediately notify the airport operator or a person in charge of any other restricted area mentioned in Regulation 29.115(c) that issued the card if the person ceases to be an employee or no longer requires ongoing access to restricted areas in the course of his or her employment.
- (k) An airport operator or a person in charge of any other restricted area mentioned in Regulation 29.115(c) shall not issue more than one restricted area identity card at a time to a person.
- (l) Person shall not enter or remain in a restricted area unless the restricted area pass issued to the person is visibly displayed on the person's outer clothing.
- (m) A person shall not enter or remain in a restricted area with a vehicle unless the said vehicle has a permit which shall—
 - (1) Be permanently displayed in a prominent and visible position on the vehicle; and
 - (2) Contain, in addition to any other requirements deemed necessary for the security of the restricted areas:
 - (i) The registration number of the vehicle;
 - (ii) The owner/operator logo of the vehicle;
 - (iii) The validity period;
 - (iv) The security restricted areas for which the permit is valid;
 - (v) The access gates which the vehicle is allowed to use; and
 - (vi) The name of the organization to which the vehicle belongs.

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- (n) An airport operator and the person in charge of any other restricted area referred to in Regulation 29.115(c) shall ensure that drivers of vehicles issued with restricted area vehicle permits are qualified to drive the appropriate class of vehicle and have been given instruction in all safety requirements for the operation of a vehicle airside
- (o) The holder of a restricted area pass who refuses to submit to an authorized search of their person or goods or other things in their possession or control or a vehicle under their care or control when requested to do so by a screening officer shall, on demand, surrender the restricted area pass to the screening officer making the demand.
- (p) Designated authorities responsible for controlling access to security restricted areas shall—
 - (1) Specify the recognized places of entry through the security restricted area barrier and ensure that the area has adequate physical protection, of at least the same quality as the barrier itself, or is enough to prevent unauthorized access; and
 - (2) Integrate behavior detection into its aviation security practices and procedures.
- (q) Airport Restricted Area Permits shall be revoked under the following conditions;
 - (1) If the holder ceases to be an employee of an entity at the Airport.
 - (2) If the holder is involved in any situation or incident that could represent a security risk, which arouses suspicion, or which may compromise the safety and security of civil aviation.
 - (3) If the holder is suspected to be involved in Pilferage
 - (4) Misuse of the permit
 - (5) Any breach of access control procedures
 - (6) Provision of wrong information during application for the permit
 - (7) At the Airport Security's own discretion, the permit may be revoked without any explanation to the holder.

29.120. AIRPORT BOUNDARY

- (a) An airport operator shall ensure that—
 - (1) The airport has a conspicuous physical barrier or means of indicating the airport boundary with posted signs in at least English, Kinyarwanda and French bearing a warning to prevent incursions and trespassing. The signs posted on each security barrier shall be no more than 150 metres apart.
 - (2) Measures are in place for the continuous protection and monitoring of the integrity of the perimeter to prevent incursions and trespassing.

29.125. CARRIAGE OF FIREARMS, EXPLOSIVES OR INCENDIARY MATERIALS IN AIRPORT PREMISES

- (a) Without prejudice to Article 29 of law relating to Civil Aviation Security, an Airport Operator may allow a person to carry or have access to explosive substances or incendiary devices at an airport if—
 - (1) The explosive substances or incendiary devices are to be used at the Airport premises:
 - (i) For excavation, demolition or construction;
 - (ii) In fireworks displays;
 - (iii) By persons operating explosives detection equipment or handling explosive detection dogs;
 - (iv) By a police service; or
 - (v) By military personnel; and
 - (2) The Airport Operator has reasonable grounds to believe that the safety of the Airport and persons and aircraft at the Airport will not be jeopardized by the presence of the explosive substances or incendiary devices at the airport.
- (b) A person who is transporting explosive substances or incendiary devices or

tendering them for transportation by an air carrier may have access to them at an airport.

- (c) A person may transport or tender for transportation by an air carrier on board an aircraft explosive substances or incendiary devices if the person notifies the air carrier before the explosive substances or incendiary devices arrive at the airport premises
- (d) A person who is at an airport or on board an aircraft shall not falsely declare that—
 - (1) They are carrying a weapon, an explosive substance, an incendiary device or other dangerous item that could be used to jeopardize the security of an Airport or aircraft or that such an item is contained in goods or other things in their possession or control or in a vehicle under their care or control that they have tendered or are tendering for screening or transportation; or
 - (2) Another person who is at the Airport or on board an aircraft is carrying a weapon, an explosive substance, an incendiary device or other dangerous item that could be used to jeopardize the security of an Airport or aircraft or that such an item is contained in goods or other things in that person's possession or control or in a vehicle under their care or control and is being tendered or has been tendered for screening or transportation.
- (e) Subject to Regulation 12.260 of the Civil Aviation (AOC Certification and Administration) Regulations, a person shall not transport or tender for transportation by an air carrier goods that contain a loaded firearm.
- (f) Subject to paragraph (c) of this regulation, a person shall not transport or tender for transportation by an air carrier goods that contain an explosive substance or an incendiary device.

29.130. CONTROL OF ACCESS BY TENANTS

- (a) The airport operator shall ensure that tenants whose premises or facilities form part of the landside or airside boundary through which access can be gained to the airside are responsible for control of access through their premises, and shall carry on business in compliance with the Airport Operator Security Programme.
- (b) In paragraph (a), "tenants" means—
 - (1) Individuals or businesses granted a licence or other permit by the airport operator to conduct business operations at the airport, including concessionaires, cargo handlers, caterers, tour operators, taxi and bus operators, porters, aircraft maintenance organisations and fuel companies; and
 - (2) Government authorities and agencies at the airport, including customs, immigration, health, agriculture and meteorology.

29.135. OPERATOR & SCREENING PROCEDURES

- (a) An Airport Operator shall not allow a passenger, a crew member, airport staff and other non-passengers to pass through the security screening point into a restricted area unless the said persons and all items carried by them have been screened in accordance with the Screening procedures issued by the Authority; provided that—
 - (1) The Authority may notify a special procedure for handling Heads of States and Heads of Foreign Mission, and diplomatic pouches; and
 - (2) The material that is classified by appropriate agencies of Government shall be inspected only to the extent necessary to assure the absence of weapons or dangerous articles, except that if any question regarding safety remains, said classified material shall not be admitted in the restricted area and shall not be transported by an air carrier.
- (b) A person who refuses to submit to an authorized search of their person or goods or other things in their possession or control, or a vehicle under their care or control when requested

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to do so by a screening officer shall not enter into or remain inside a restricted area.

- (c) A security officer, the manager of an Airport or a person acting on his behalf may use reasonable force to remove a person who fails to comply with a request under paragraph (b).
- (d) A person who shall be screened under the National Aviation Security Programme shall not circumvent a screening of their person or goods or other things in their possession or control or a vehicle under their care or control or assist another person who shall be screened in circumventing a screening of that person or goods or other things in that person's possession or control or a vehicle under that person's care or control.
- (e) A person who does not need to be screened under the National Aviation Security Programme shall not assist another person who shall undergo a screening of their person or goods or other things in their possession or control or a vehicle under their care or control in circumventing screening.
- (f) The Airport operator or any other entity responsible for security controls shall use 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.
- (g) The Airport Operator shall ensure that periodic vulnerability assessments are conducted at its airports engaged in international operations, ensuring coordination among relevant departments, agencies, including appropriate law enforcement and intelligence authorities, and other entities and;
- (h) Ensure that such vulnerability assessments are used to inform risk assessments and security improvements.

New: Annex 17: Special Regulation RSR/01/2020: Effective 15 November

2020

29.140. INFORMING THE AIRPORT OPERATOR OF THREAT AGAINST AIRPORT

- (a) Where a person authorized to conduct any screening activity at an airport is made aware of a threat against the airport, that person shall—
 - (1) Immediately notify the airport operator of the nature of the threat; and
 - (2) Assist the airport operator in determining whether the threat affects the security of the airport.

29.145. AIRPORT OPERATOR TO TAKE MEASURES IN EVENT OF THREAT

- (a) Where an airport operator determines that there is a threat that affects the security of the airport, the airport operator shall immediately take all measures necessary to ensure the safety of the airport and persons at the airport, including informing the relevant parties of the nature of the threat.
- (b) An airport operator upon assessment and determination of a credible bomb threat shall immediately inform the Authority of the bomb threat against an airport and its facilities, or an aircraft.

29.150. DISCOVERY OF WEAPONS, INCENDIARY DEVICES OR EXPLOSIVES AT AIRPORT

- (a) An airport operator shall immediately notify the Authority when there is—
 - (1) Discovery, at the airport, of a weapon other than a firearm allowed under Article 22 of the law relating to civil aviation Security;
 - (2) Discovery, at an airport of ammunition other than ammunition allowed under Article 22 of the law relating to civil aviation Security.
 - (3) Discovery, at the airport, of an explosive substance or an incendiary device, other than an explosive substance or incendiary device allowed under Article 22 of the law relating to

civil aviation Security; or

- (4) An explosion at the airport, unless the explosion is known to be the result of an excavation, a demolition, construction or the use of fireworks displays.

29.155. AIRPORT OPERATOR TO SUBMIT PLANS BEFORE RENOVATION & EXPANSION WORKS

- (a) Notwithstanding Regulation 29.110(b)(2)(iii), an airport operator shall, before the implementation of any renovation, remodeling or expansion works at the airport, or the construction of new or additional airport facilities, submit to the Authority for its approval, the plans for the renovation and expansion works.
- (b) The Authority shall, in approving the plans submitted to it under paragraph (a), assess the plans to ensure that security considerations are properly addressed and that the needs of aviation security are integrated in the configuration of the works.

29.160. RECORD KEEPING BY OPERATORS

- (a) A record required to be kept under Article 30 of the law relating to civil aviation Security shall—
 - (1) Be kept for a minimum of ninety days;
 - (2) Be submitted to the authority within thirty days after the occurrence of the incident; and
 - (3) Where relevant, include—
 - (i) The number and type of weapons and incendiary devices discovered during any passenger screening process and the method of detection of each;
 - (ii) The number of acts and attempted acts of unlawful interference;
 - (iii) The number of bomb threats received, real and simulated bombs found and actual bombings or explosions at the airport; and
 - (iv) The number of detentions and arrests and the immediate disposition of each person detained or arrested.
 - (4) The Airport operator and any person designated by the airport operator or the person in charge of any other restricted area mentioned in Regulation 29.115(c) to issue restricted area passes or keys shall—
 - (5) Keep at the airport or at the other restricted areas mentioned in Regulation 29.105(a) updated records of the passes and keys that have been issued for use at the airport or the other restricted areas mentioned in Regulation 29.115(c), respecting—
 - (i) Restricted area identity cards and keys that have been issued;
 - (ii) The names of the persons to whom restricted area identity cards or keys have been issued;
 - (iii) The names of the persons to whom combination codes or personal identification codes have been assigned;
 - (iv) Blank restricted area identity cards in the airport operator's possession;
 - (v) Restricted area identity cards that have been deactivated;
 - (vi) Keys, combination codes or personal identification codes that have been cancelled, removed or taken back;
 - (vii) Deactivated restricted area identity cards that have not been retrieved by the airport operator;
 - (viii) Restricted area identity cards that have been reported as lost or stolen.
 - (ix) Steps taken to retrieve deactivated security restricted area permits; and provide the record to the authority

29.165. RESPONSIBILITIES OF AIRCRAFT OPERATORS

- (a) An aircraft operator providing service from Rwanda shall:
 - (1) Not transport the baggage of a passenger who is not on board the aircraft unless that

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- baggage is subjected to appropriate security controls, including screening, after determining that the person is not on board;
- (2) Not accept consignments of cargo, courier and express parcels or mail, inflight catering and stores, company mail and materials for carriage on passenger flights, unless the security of the consignments is accounted for by a regulated agent, or the consignments are subjected to security controls to meet the appropriate security requirements.
 - (3) Ensure that hold baggage transported on an aircraft belongs to bona fide passengers or crew members (person and baggage reconciliation)
 - (4) Hold baggage placed on board an aircraft unless:
 - (i) The hold baggage is properly marked externally to permit reconciliation with the relevant passenger or crew member;
 - (ii) The passenger or crew member to whom the baggage belongs has checked in for the flight on which it is to be carried;
 - (iii) Prior to loading, the hold baggage is held in an area of the airport to which only authorized persons have access; and
 - (iv) The hold baggage has been identified as either accompanied or unaccompanied.
- (b) An aircraft operator providing service in or from Rwanda shall—
- (1) Carry out and maintain, at an airport, on an aircraft and at any aviation facility under the control of the operator, security measures including identification and resolution of suspicious activity that may pose a threat to civil aviation, and any other measures prescribed in the National Civil Aviation Security Programme and the Airport Security Programme;
 - (2) Ensure that—
 - (i) All its appropriate personnel are familiar with, and comply with the requirements of the National Civil Aviation Security Programme;
 - (ii) Evaluation of travel documents presented by passengers, is conducted in order to deter fraud and abuse and;
 - (iii) Necessary precautions are taken at the point of embarkation to ensure that passengers are in possession of valid documents prescribed by the state of transit and destination for control purposes.
 - (iv) All its aircraft carry a checklist of the procedures to be complied with for that type of aircraft in searching for concealed weapons, explosives or other dangerous devices.
 - (3) Be responsible for the security of his or her aircraft;
 - (4) Ensure that persons engaged to implement security controls are subject to background checks and selection procedures, are capable of fulfilling their duties and are adequately trained; and
 - (5) Institute and implement adequate security controls, including background checks on persons other than passengers granted unescorted access to security restricted areas of the airport.
 - (6) Institute measures to identify and remove any items:
 - (i) Before departure of an aircraft engaged in commercial flights;
 - (ii) After passengers have disembarked from an airport engaged in commercial flights;
 - (iii) Left behind by passengers disembarking from transit flights.”
 - (7) Conduct aircraft security checks and searches of originating aircraft
 - (8) Ensure that an aircraft subject to a security check or search is protected from unauthorized interference, from the time the aircraft check or search has commenced, until the aircraft departs.
 - (9) Develop procedures to ensure that an aircraft subject to a security check or search is protected from unauthorized interference, from the time the aircraft check or search has

commenced, until the aircraft departs.

- (10) Ensure that its security personnel with the responsibilities that require certification as per the national civil aviation security training programme are duly certified by the Authority.
- (11) Protect hold baggage in security restricted areas such as baggage sorting areas and ramps, during transport to an aircraft. No baggage or cargo shall be left unattended.

29.170. SPECIAL PROTECTION FOR AIRCRAFT

- (a) An aircraft operator may, notwithstanding Regulation 29.165(b)(3), request for special protection of an aircraft from an airport operator.
- (b) Where special protection is offered to an aircraft operator under paragraph (a), the protection shall be on terms and conditions determined by the airport operator.
- (c) Ensure that no one boards or attempts to board any aircraft without the authorization of the aircraft operator concerned or any other special authorization provided by the authority.
- (d) Ensure that no one tampers or interferes with any aircraft or anything used in connection with an aircraft,

29.175. CONTROL OF PROHIBITED ITEMS

- (a) No person shall, subject to Regulation 29.115, possess or have with him or her a prohibited item while—
 - (1) In a security restricted area;
 - (2) On board an aircraft; or
 - (3) In an air navigation installation.
- (b) The prohibited items referred to in paragraph (a) include—
 - (1) Firearms or articles appearing to be firearms, whether or not they can be discharged;
 - (2) Nuclear, chemical or biological agents adapted, or capable of being used or causing injury to or incapacitating persons or damaging or destroying property;
 - (3) Ammunition and explosives;
 - (4) Articles manufactured or adapted to have the appearance of explosives, whether in the form of a bomb, grenade or otherwise;
 - (5) Articles made or adapted for causing injury to or incapacitating persons or damaging or destroying property; and
 - (6) Any other dangerous article or substance or other item prescribed by the Authority from time to time.

29.180. CONTROL OF ACCESS TO FLIGHT CREW COMPARTMENT

- (a) An aircraft operator engaged in commercial air transport shall—
 - (1) Where an aircraft is equipped with a flight crew compartment door, ensure that the door is lockable from the flight crew compartment only and remains locked during flight, except to permit access and exit by authorized persons; and
 - (2) Where an aircraft is not equipped with a flight crew compartment door, ensure the implementation of measures as appropriate to prevent unauthorized persons from entering the flight crew compartment during flight

29.185. CONTROL OF SPECIAL CATEGORIES OF PASSENGERS

- (a) Law enforcement officers shall inform the aircraft operator and the pilot in command when passengers are obliged to travel because they have been the subject of judicial or administrative proceedings, in order that appropriate security controls can be applied.
- (b) The aircraft operator shall inform the pilot in command of the number of armed or unarmed

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escort persons, the individuals whom they are escorting and their seat locations in the aircraft.

- (c) An air carrier shall not transport a person suffering from a mental illness that is deemed to be a threat to the safety of a flight, unless—
 - (1) That person is accompanied by an attendant physically capable of coping with untoward actions by that person during the flight and skilled in administering sedatives as required and authorized by an appropriate doctor; and
 - (2) If that person requires sedation prior to departure, each portion of the flight should last no longer than the effective duration of the sedative administered.

29.190. AUTHORISED CARRIAGE OF WEAPONS ON BOARD AIRCRAFT

- (a) The carriage of weapons on board aircraft by law enforcement officers and other authorized persons, acting in the performance of their duties, shall be in accordance Article 30 of the law relating to civil aviation Security.
- (b) The Authority may—
 - (1) Approve, in writing, the carriage of weapons on board aircraft by law enforcement officers and other authorized persons acting in the performance of their duties;
 - (2) Consider requests by any other State to allow the travel of armed personnel on board aircraft of the requesting State, except that the Authority shall not allow the travel of armed personnel under this regulation unless there is an agreement between both States on such travel.
- (c) Notwithstanding paragraph (b), an aircraft operator may allow or refuse the carriage of weapons on board an aircraft in accordance with conditions issued by the Authority.
- (d) Where an aircraft operator accepts the carriage of weapons removed from passengers, the aircraft shall have provision for stowing the weapons so that they are inaccessible to passengers during flight time and, in the case of a firearm, to ensure that it is not loaded.
- (e) Where Rwanda decides to deploy in-flight security officers—
 - (1) The officers shall be government personnel who are specially selected and trained, taking into account the safety and security aspects on board an aircraft; and
 - (2) The officers shall be deployed according to the threat assessment of the Authority.
- (f) The deployment under paragraph (e) shall be done in co-ordination with concerned States and shall be kept strictly confidential.

29.195. CONDITIONS FOR ACCEPTANCE OF GOODS FOR AIR TRANSPORTATION

- (a) A regulated agent shall, before accepting goods for transport in an aircraft—
 - (1) Establish and register the name and address of the consignor;
 - (2) Establish the credentials of the person who delivers the goods as an agent of the consignor;
 - (3) Ensure, on the basis of appropriate security controls or security screening, that such goods do not contain any prohibited items;
 - (4) Ensure the safeguarding of such goods from unauthorized interference after acceptance;
 - (5) Ensure the goods are received by staff who are properly recruited and trained; designate a person to implement and supervise the screening process;
 - (6) Ensure that the following categories of goods are not carried by air unless they have been subjected to screening—
 - (i) Unaccompanied baggage;
 - (ii) Goods from unknown consignors;
 - (iii) Goods for which the contents do not coincide with the description delivered; and
 - (7) Ensure that each shipment of goods is accompanied by documentation providing the statement of the security status of the shipment.

- (b) A regulated agent who offers goods to an aircraft operator for transport by aircraft shall produce and make available to the aircraft operator, and the Authority on demand, shipping documents, records of goods accepted and offered for air transport, employee training records and airway bills.
- (c) A regulated agent shall make available to the Authority, a report of any incident where a shipping document did not provide an accurate record of the goods being offered for air transport.
- (d) All cargo and mail intended for carriage on civil aviation flights shall be subjected to appropriate security controls by airport operators or regulated agents before being placed on board an aircraft.

29.200. CONDITIONS FOR ACCEPTANCE OF BAGGAGE, GOODS, COMAT & COMAIL FOR AIR TRANSPORTATION

- (a) For the purpose of protecting passengers, crew members, aircraft and airports and preventing acts of unlawful interference with civil aviation, every regulated agent shall establish measures to ensure that—
 - (1) Only screened baggage is loaded into aircraft engaged in civil aviation;
 - (2) All hold baggage to be carried on commercial aircraft is protected from unauthorized interference from the point it is screened or accepted into the care of the carrier, whichever is earlier, until departure of the aircraft on which it is to be carried; and that if there are grounds to suspect that the integrity of hold baggage may be jeopardized, the hold baggage is re-screened before being placed on board an aircraft;
 - (3) Persons engaged to implement security controls are subject to background checks and selection procedures, are capable of fulfilling their duties and are adequately trained; and
 - (4) The regulated agent institutes and implements adequate security controls, including background checks on persons other than passengers granted unescorted access to security restricted areas.
 - (5) COMAT and COMAIL are subjected to appropriate security controls prior to placement on board an aircraft engaged in passenger commercial flights.
 - (6) All cargo and mail to be carried on a commercial aircraft is protected from unauthorized interference from the point of screening or other security controls are applied until departure of the aircraft on which it is to be carried; and if there are grounds to suspect that the integrity of cargo and mail may be jeopardized, the cargo and mail is re-screened before being placed on board an aircraft.
 - (7) Enhanced security measures apply to high-risk cargo and mail to appropriately mitigate the threats associated with it.

29.205. SECURITY MEASURES TO BE TAKEN BY AIRCRAFT OPERATORS

- (a) The aircraft operator is responsible for ensuring that appropriate security controls have been carried out, and in so doing, the aircraft operator shall—
 - (1) Not accept cargo or mail for carriage on an aircraft engaged in commercial air transport operations unless the application of screening or other security controls is confirmed and accounted for by a regulated agent, or an entity that is approved by the Authority.
 - (2) Ensure that cargo and mail which cannot be confirmed and accounted for by a regulated agent or an entity that is approved by the Authority shall be subjected to screening;
 - (3) Protect the consignment from unlawful interference while it is in the custody of the aircraft operator;
 - (4) Ensure that all consignments have been secured to an appropriate level before being placed in the aircraft;
 - (5) Ensure that where screening of cargo and mail is conducted, screening is carried

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- out using an appropriate method or methods, taking into account the nature of the consignment; and
- (6) Ensure that all consignments placed on board the aircraft are recorded on the aircraft manifest.
 - (7) Ensure that cargo and mail that has been confirmed and accounted for shall then be issued with a security status which shall accompany, either in an electronic format or in writing, the cargo and mail throughout the secure supply chain.
 - (8) Ensure that transfer cargo and mail has been subjected to appropriate security controls prior to being loaded on an aircraft engaged in commercial air transport operations departing from its territory.
- (b) The aircraft operator may delegate any of the functions under paragraph (a) to a regulated agent.
- (c) For the avoidance of doubt, notwithstanding the delegation of any functions to a regulated agent under paragraph (b), the aircraft operator shall remain responsible for ensuring that the appropriate security controls have been carried out.
- (d) The aircraft operator or the regulated agent shall ensure that all consignments due to be loaded into an aircraft are—
- (1) Delivered by an established employee of a handling agent;
 - (2) Covered by valid documentation that has been checked for inconsistencies and fully describes the contents;
 - (3) Covered by a valid consignment security declaration;
 - (4) Checked to establish that there is no evidence of having been tampered with;
 - (5) Kept secure until delivered into the aircraft operator's charge; or
 - (6) Subjected to the appropriate level of security screening.
- (e) An aircraft operator shall make available to the Authority, a report of any incident where an airway bill or equivalent document did not provide an accurate record of the goods being offered for air transport.
- (f) An aircraft operator shall require a regulated agent operator to comply with the ICAO Technical Instructions for the Safe Transportation of Dangerous Goods by Air, Doc. 9284.
- (g) Appropriate security controls referred to in this regulation shall be as prescribed by the Authority.

29.210. CATERING OPERATORS AVIATION SECURITY RESPONSIBILITIES OF CATERING OPERATOR

- (a) A catering operator shall, before accepting supplies and equipment for preparation as catering supplies for transport in an aircraft—
- (1) Establish and register the name and address of the supplier of the supplies and equipment;
 - (2) Establish the credentials of the person who delivers the supplies and equipment as an agent of the supplier of the supplies and equipment;
 - (3) Ensure, on the basis of appropriate security controls or security screening, that the supplies and equipment do not contain any prohibited items;
 - (4) Ensure the safeguarding of the supplies and equipment from unauthorized interference after acceptance;
 - (5) Ensure the supplies and equipment are received by staff who are properly recruited and trained by the operator;
 - (6) Designate a person to implement and supervise the screening process;
 - (7) Ensure that catering stores and supplies are not carried by air unless they have been subjected to screening;
 - (8) Ensure that each shipment of catering stores and supplies is accompanied by documentation providing the statement of the security status of the shipment;
 - (9) Ensure that persons engaged to implement security controls are subject to background

checks and selection procedures, are capable of fulfilling their duties and are adequately trained;

- (10) Institute and implement adequate security controls, including background checks on persons other than passengers granted unescorted access to security restricted areas of the airport.
- (b) A catering operator who offers catering stores and supplies to an aircraft operator for transport by aircraft shall produce and make available to the aircraft operator, and the Authority on demand, shipping documents, records of supplies and equipment accepted and catering stores and supplies offered for air transport, employee training records and other accountable catering documents.
- (c) A catering operator shall ensure that premises, or parts thereof, used for preparing and storing in-flight supplies intended and identified for carriage on board an aircraft are secured at all times against unauthorized access.
- (d) In-flight supplies that have been screened shall be held in cages, compartments, rooms or buildings that are secured against unauthorized access, or made tamper-evident by using seals or locks, or protected by intrusion detection measures for periods when consignments are left unattended.
- (e) If seals are used to secure carts, vehicles or compartments within vehicles used for storing and transporting in-flight supplies intended for carriage on an aircraft, in-flight supplies providers shall only use seals that are tamper-evident and numbered (including digital seals).
- (f) In order to prevent unauthorized access to or use of tamper-evident and numbered seals, proper stock control and auditing procedures shall be implemented. Stocks of such seals shall be considered sensitive aviation security information and shall be managed and handled as such.

29.215. CONDITIONS FOR ACCEPTANCE OF CATERING STORES & SUPPLIES FOR AIR TRANSPORTATION

- (a) An aircraft operator shall accept catering stores and supplies for transport on an aircraft only from a catering operator.
- (b) An aircraft operator shall, before accepting catering stores and supplies for transport on an aircraft, ensure—
 - (1) That the catering stores and supplies have been subjected to screening;
 - (2) The safeguarding of the catering supplies and stores against unlawful interference until the catering supplies and stores have been placed in the aircraft;
 - (3) That the shipments of catering supplies and stores are recorded; and
 - (4) That whenever the catering supplies and stores are received, those catering supplies and stores are delivered by an authorised employee of the catering operator.
- (c) An aircraft operator shall not accept any catering supplies and stores for transport by aircraft unless the documentation for those catering supplies and stores is examined for inconsistencies and is accompanied by a valid security declaration.
- (d) An aircraft operator shall require a catering operator to comply with the ICAO Technical Instructions for the Safe Transportation of Dangerous Goods by Air, Doc. 9284.
- (e) An aircraft operator shall make available to the Authority, a report of any incident where a catering or equivalent document did not provide an accurate record of the catering supplies and stores being offered for air transport.
- (f) An aircraft operator shall preserve, for not less than one year, a record of acceptance checklists and inspections carried out under this Part.

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29.220. PROTECTION OF CRITICAL INFORMATION TECHNOLOGY & COMMUNICATION SYSTEMS

- (a) The Authority shall in accordance with the risk assessment carried out by the threat assessment committee, ensure that appropriate measures are developed in order to protect the confidentiality, integrity and availability of critical information and communications technology systems and data used for civil aviation purposes from interference that may jeopardize the safety of civil aviation.
- (b) The entities involved with or responsible for the implementation of various aspects of the national civil aviation security Programme shall identify their critical information technology and communications systems and data, including threats and vulnerabilities thereto, and develop protective measures to include, inter alia, security by design, supply chain security, network separation, and remote access control, as appropriate.

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SUBPART E: MANAGEMENT OF RESPONSE TO ACTS OF UNLAWFUL INTERFERENCE

29.225. PREVENTION OF ACTS OF UNLAWFUL INTERFERENCE

- (a) The Authority shall take adequate measures, when reliable information exists that an aircraft may be subjected to an act of unlawful interference—
 - (1) If the aircraft is in flight, to provide as much prior notification as possible of the arrival of that aircraft to relevant airport authorities and air traffic services of the States and aircraft and airport operators concerned;
 - (2) Ensure that aircraft Operators have established measures and procedures to safeguard an aircraft under a specific threat.
- (b) The Authority shall ensure that arrangements are made to investigate, render safe or dispose of, if necessary, suspected dangerous devices or other potential hazards at airports.
- (c) The Authority shall ensure that authorized and suitably trained personnel are readily available for deployment at every airport serving civil aviation to assist in dealing with suspected or actual cases of unlawful interference.
- (d) The Authority shall designate and appropriate entity as responsible for safeguarding the aircraft subjected to acts of unlawful interference when it is on ground and to ensure that the aircraft is searched for concealed weapons, explosives or other dangerous devices, articles or substances; and that prior notification of the search is provided to the operator concerned.
- (e) Subject to sub regulation (d), the Authority shall require the designated entity to establish measures and procedures to safeguard and search the aircraft under threat.

29.230. AUTHORITY'S RESPONSE TO ACTS OF UNLAWFUL INTERFERENCE

- (a) The Authority shall—
 - (1) Take adequate measures for the safety of passengers and crew of an aircraft which is subjected to an act of unlawful interference while on the ground until their journey can be continued;
 - (2) Collect all pertinent information on the flight which is the subject of an act of unlawful interference and transmit that information to all other States responsible or the Air Traffic Services units concerned, including those at the airport of known or presumed destination, so that timely and appropriate safeguarding action may be taken en-route and at the aircraft's known, likely or possible destination;
 - (3) Provide such assistance to an aircraft subjected to an act of unlawful seizure, including the provision of navigation aids, air traffic services and permission to land as may be necessitated by the circumstances;
 - (4) To the extent practicable detain on the ground an aircraft subjected to unlawful seizure unless its departure is necessitated by the overriding duty to protect human lives;
 - (5) Notify the State of registry of an aircraft and the State of the operator of the landing aircraft subjected to an act of unlawful interference, and shall similarly transmit, by the most expeditious means, all other relevant information to—
 - (i) The state of registry and the state of the operator;
 - (ii) Each State whose citizens suffered fatalities or injuries;
 - (iii) Each State whose citizens were detained as hostages;
 - (iv) Each state whose citizens are known to be on board the aircraft; and
 - (v) The International Civil Aviation Organization.
 - (6) Re-evaluate security controls and procedures and in a timely fashion take action

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necessary to remedy weaknesses so as to prevent recurrence of an act of unlawful interference.

29.235. MANDATORY REPORTING

- (a) Every operator shall, where an act of unlawful interference occurs, immediately notify the Authority.
- (b) Every aircraft operator, pilot in command, airport operator or air navigation service provider shall submit to the Authority—
 - (1) A preliminary written report, within fifteen days after the occurrence of an act of unlawful interference, including sabotage, threats, hijacks, incidents and disruptive passengers; and
 - (2) A final written report, upon completion of investigations, but within thirty days after the occurrence of an act of unlawful interference, including sabotage, threats, hijacks, incidents and disruptive passengers.

29.240. NOTIFICATION TO THE INTERNATIONAL CIVIL AVIATION ORGANIZATION

- (a) The Authority shall, where an act of unlawful interference has occurred, provide the International Civil Aviation Organization with a report on each incident, whether successful or unsuccessful as follows—
 - (1) A preliminary report, within thirty days after the occurrence of the act, containing all pertinent information concerning the security aspects of the occurrence; and
 - (2) A final report, within sixty days after completion of investigations.
- (b) The Authority shall provide copies of reports submitted to the International Civil Aviation Organization under this regulation to other States which may have an interest.
- (c) The Authority shall ensure that the sensitive aviation security information is securely transmitted to the appropriate Authority in the State of Design.

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SUBPART F: OFFENCES & PENALTIES

29.245. FAILURE TO ESTABLISH & MAINTAIN SECURITY PROGRAMMES

- (a) A person who operates without a Security Programme referred to in Regulation 29.035, 29.040, 29.055, 29.060, 29.065, 29.070, 29.075 and 29.080, or who fails to implement a Security Programme, or a training Programme will be liable to penalties as shall be determined by a ministerial order.

29.250. OFFENCES BY BODY CORPORATE

- (a) Where an offence under these Regulations is committed by a body corporate and is proved to have been committed with the consent or connivance of, or is attributable to any neglect on the part of—
 - (1) Any director, manager, secretary or similar officer of the body corporate; or
 - (2) Any person who was purporting to act in any such capacity,
 - (3) That person, as well as the body corporate, commits the offence and is liable to be proceeded against and punished accordingly.

29.255. POWER TO ENFORCE COMPLIANCE

- (a) The Authority or any authorized person may, for purposes of ensuring the Implementation of the National Aviation Security Quality Control Programme, or the requirements of the National Civil Aviation Security Programme, or any other operator Security Programme, or requirements set out under these Regulations, and without prejudice to the provisions of Part VII, of these Regulations, adopt procedures for aviation security monitoring and enforcement approved by the National Aviation Security Committee.
- (b) The procedures referred to in paragraph (a) shall establish enforcement to ensure rectification of any matter, including but not limited to the following—
 - (1) Failure to comply with any order, circular or directive issued under these Regulations;
 - (2) Failure to comply with any requirement set out under the National Civil Aviation Security Programme or the respective operator security programme;
 - (3) Failure to comply with an oversight recommendation made by the Authority;
 - (4) Failure to take into account unique or exceptional circumstances which, although not expressly provided under the National Civil Aviation Security Programme, or the respective operator Security Programme but may expose an airport, aircraft or catering facility to risk.
- (c) The Authority or any authorized person may, without limiting the generality of this regulation, issue infringement notices set out in Subpart G of these Regulations on serious or prolonged breaches of security or failure to rectify security lapses that may endanger the safety of civil aviation.
- (d) An infringement notice may require that the operations of a particular operator be halted until the breach has been rectified.

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SUBPART G: INFRINGEMENT NOTICES

29.260. PURPOSE & EFFECT OF INFRINGEMENT NOTICES

- (a) The purpose of this Part is to create a system of infringement notices for offences against these Regulations as an alternative to prosecution.
- (b) This Part does not—
 - (1) Require an infringement notice to be issued to a person for an offence;
 - (2) Affect the liability of a person to be prosecuted for an offence if an infringement notice is not issued to the person for the offence;
 - (3) Prevent the issue of two or more infringement notices to a person for an offence;
 - (4) Affect the liability of a person to be prosecuted for an offence if the person does not comply with an infringement notice for the offence; or
 - (5) Limit or otherwise affect the penalty that may be imposed by a court on a person convicted of an offence.

29.265. PENALTY PAYABLE UNDER INFRINGEMENT NOTICE

- (a) The penalty for an offence payable under an infringement notice issued to the person for the offence is one-fifth of the maximum penalty that a court could impose on the person for the offence.

29.270. AUTHORISED PERSONS MAY ISSUE INFRINGEMENT NOTICE

- (a) In this regulation, “infringement notice offence” means an offence against Regulations 29.235 and 29.240.
- (b) Where an authorized person has reason to believe that a person has committed an infringement notice offence, the authorized person may issue a notice, called an infringement notice, to the person for the offence.

Note: Content of an infringement notice shall, at minimum, contain information specified in Appendix 1 to Regulation 29.270.

New: Special Regulation 29.02.2020 Effective 15 November 2020.

29.275. ISSUANCE OF INFRINGEMENT NOTICE

- (a) An infringement notice shall—
 - (1) Bear a unique number;
 - (2) State the name of the authorized person who issued it;
 - (3) State its date of issue;
 - (4) State the full name, or the surname and initials, and the address, of the person to whom it is issued;
 - (5) Give brief details of the offence for which it is issued, including—
 - (i) The date and time of commission of the offence;
 - (ii) Where the offence was committed;
 - (iii) The provision of these Regulations contravened;
 - (6) State the penalty for the offence payable under the notice;
 - (7) State where and how that penalty can be paid including, if the penalty can be paid by posting the payment, the place to which it should be posted;
 - (8) State that if the person to whom it is issued (the recipient) pays the penalty within twenty-eight days after the day on which the notice is served, or any longer time allowed in writing by an authorized person, then, unless the infringement notice is subsequently withdrawn and any penalty paid refunded—

- (i) Any liability of the recipient for the offence will be discharged;
 - (ii) The recipient will not be prosecuted in a court for the offence;
 - (iii) The recipient will not be taken to have been convicted of the offence;
 - (9) State the greatest penalty that a court could impose on the recipient for the offence;
 - (10) State that if the recipient is prosecuted in court and found guilty of the offence, the recipient may be convicted of the offence and ordered to pay a penalty and costs, and be subject to any other order that the court makes;
 - (11) State how and to whom the recipient can apply to be allowed more time to pay the penalty; and
 - (12) Be signed by the authorized person who issued it.
- (b) An infringement notice may contain any other information that the authorized person who issues it thinks necessary.

29.280. SERVICE OF INFRINGEMENT NOTICE

- (a) An infringement notice shall be served on the person to whom it is issued.
- (b) An infringement notice may be served on an individual—
 - (1) By giving it to the individual;
 - (2) By leaving it at, or by sending it by post, telex, fax or similar facility to, the address of the place of residence or business (the relevant place) of the individual last known to the authorized person who issues it;
 - (3) By giving it, at the relevant place, to someone who—
 - (i) Lives or is employed, or apparently lives or is employed, there; and
 - (ii) Is, or the authorized person who issued it has reason to believe is, eighteen years of age and above.
- (c) An infringement notice may be served on a corporation—
 - (1) By leaving it at, or by sending it by post, telex, fax or similar facility to the address of the head office, a registered office or a principal office of the corporation;
 - (2) By giving it, at an office mentioned in paragraph (c)(1), to someone who is, or the authorized person who issued it has reason to believe is, an officer or employee of the corporation.

29.285. TIME FOR PAYMENT OF PENALTY

- (a) The penalty stated in an infringement notice shall be paid—
 - (1) Within twenty-eight days after the day on which the notice is served on the person to whom it is issued;
 - (2) If the person applied for a further period of time in which to pay the penalty, and that application is granted, within the further period allowed;
 - (3) If the person applies a further period of time in which to pay the penalty, and the application is refused, within seven days after the notice of the refusal is served on the person;
 - (4) If the person applies for the notice to be withdrawn, and the application is refused, within twenty-eight days after the notice of the refusal is served on the person.

29.290. EXTENSION OF TIME TO PAY PENALTY

- (a) The person to whom an infringement notice is issued may apply, in writing, to the Authority for a further period of up to twenty-eight days in which to pay the penalty stated in the notice.
- (b) Within fourteen days after receiving the application, the Authority shall—
 - (1) Grant or refuse a further period not longer than the period sought; and
 - (2) Notify the recipient in writing of the decision and, if the decision is a refusal, the reasons for

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it.

- (c) Notice of the decision may be served on the recipient in any way in which the infringement notice could have been served on the recipient.

29.295. EFFECT OF PAYMENT OF PENALTY

- (a) Where an infringement notice is not withdrawn, and the person to whom it is issued for an offence pays the penalty stated in the notice—
- (1) Any liability of the person for the offence is discharged;
 - (2) The person shall not be prosecuted in a court for the offence;
 - (3) The person is not taken to have been convicted of the offence.
- (b) Where two or more infringement notices are issued to a person for the same offence, the person's liability to be prosecuted for the offence ceases if the person pays the penalty stated in any of the notices.

29.300. WITHDRAWAL OF INFRINGEMENT NOTICE

- (a) A person may apply in writing to the Authority, before the end of twenty-eight days after receiving an infringement notice, for the infringement notice to be withdrawn.
- (b) The Authority shall, within fourteen days after receiving the application—
- (1) Withdraw or refuse to withdraw the notice;
 - (2) Notify the person in writing of the decision and, if the decision is a refusal, the reasons for the decision.
- (c) Where the Authority has not approved, or refused to approve, the withdrawal of the notice within the period allowed by paragraph (b), the Authority is taken to have refused to approve the withdrawal of the notice.
- (d) The Authority shall, before withdrawing or refusing to withdraw a notice, consider—
- (1) Whether the person has been convicted previously of an offence against these Regulations;
 - (2) The circumstances of the offence stated in the notice;
 - (3) Whether the person has previously paid a penalty under an infringement notice issued to the person for an offence of the same type as the offence mentioned in the notice; and
 - (4) Any other relevant matter.
- (e) The Authority may also withdraw an infringement notice without an application having been made.

29.305. NOTICE OF WITHDRAWAL OF INFRINGEMENT NOTICE

- (a) Notice of the withdrawal of an infringement notice may be served on a person in any way in which the infringement notice could have been served on the person.
- (b) A notice withdrawing an infringement notice served on a person for an offence—
- (1) Shall include the following information—
 - (i) The full name, or surname and initials, and address of the person;
 - (ii) The number of the infringement notice;
 - (iii) The date of issue of the infringement notice;
 - (2) Shall state that the notice is withdrawn; and
 - (3) If the Authority intends to prosecute the person in a court for the offence, shall state that the person may be prosecuted in a court for the offence.

29.310. REFUND OF PENALTY

- (a) Where an infringement notice is withdrawn after the penalty stated in it has been paid, it must refund the amount of the penalty to the person who paid it, within sixty days after the

withdrawal of the notice.

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SUBPART H: FACILITATION

29.315. AVIATION SECURITY & NARCOTICS CONTROL MEASURES & PROCEDURES

- (a) In developing procedures aimed at the efficient clearance of entering or departing aircraft, the Airport Operator shall take into account the application of aviation security and narcotics control measures.
- (b) Without limitation to Regulation 29.110 (b), The Airport Operator shall put in place facilities and equipment for efficient control measures mentioned in paragraph (a).

29.320. TRAVEL DOCUMENTS

- (a) No documents other than travel documents shall be required of visitors for the entry into and departure from the Republic of Rwanda unless otherwise stated in other applicable laws.
- (b) The competent authority for border control shall ensure that Travel documents for refugees and stateless persons are machine readable, in accordance with the specifications of ICAO Doc 9303.

29.325. SECURITY OF TRAVEL DOCUMENTS

- (a) The competent Authority shall—
 - (1) Regularly update security features in new versions of their travel documents, to guard against their misuse and to facilitate detection of cases where such documents have been unlawfully altered, replicated or issued;
 - (2) Establish controls to safeguard against the theft of their blank travel documents and the misappropriation of newly issued travel documents; and
 - (3) Establish appropriate controls over the entire travel document application, adjudication and issuance processes to ensure a high level of integrity and security.

29.330. STOLEN, LOST, & REVOKED TRAVEL DOCUMENTS

- (a) The competent authority shall immediately after receiving a complaint on stolen, lost or revoked travel documents issued by Rwanda report accurate information to Rwanda Investigation Bureau Interpol department for inclusion in the stolen and lost travel documents database.

29.335. MACHINE READABLE TRAVEL DOCUMENTS

- (a) The competent authority shall issue machine readable travel documents using one or more optional data storage technologies to supplement the machine readable zone in accordance with the specifications of ICAO Doc 9303.
- (b) All passports issued by the competent authority shall be machine readable in accordance with the specifications of ICAO Doc 9303, Part 4.

29.340. BIOMETRIC DATA

- (a) Biometric data shall be incorporated into the machine readable passports, visas and other official travel documents, using one or more optional data storage technologies to supplement the machine readable zone as specified in ICAO Doc 9303.
- (b) The biometric data stored on the integrated circuit chip shall be the same as that printed on the data page, that is, the data contained in the machine-readable zone plus the digitized photographic image;
- (c) Fingerprint image or iris image are optional biometrics.
- (d) Biometric data in the Machine Readable Passports store data in a contactless integrated circuit chip complying with ISO/IEC 14443 and programmed according to the Logical

Data Structure.

29.345. INSPECTION OF TRAVEL DOCUMENTS

- (a) The aircraft operators shall conduct evaluation of travel documents presented by passengers, in order to deter fraud and abuse and necessary precautions at the point of embarkation are carried out to ensure that persons are in possession of the documents prescribed by the Authority and other relevant authorities of transit and destination for control purposes.
- (b) Aircraft operators shall take necessary precautions at the point of embarkation to ensure that persons are in possession of the documents prescribed by the States of transit and destination for control purposes as described in this Part.

29.350. PROCEDURES & RESPONSIBILITIES

- (a) Fraudulent, falsified or counterfeit travel document and travel documents of a person impersonating the rightful holder of the travel documents shall be seized.
- (b) The documents referred to under paragraph (a) shall be removed from circulation immediately and returned to the appropriate authority of the State named as issuer or to the resident Diplomatic Mission of that State.

29.355. ADVANCE PASSENGER INFORMATION

- (a) The Authority shall ensure that —
 - (1) An Advance Passenger Information (API) system is established; and
 - (2) International recognized standards for the transmission of Advance Passenger Information (API or APIS) are adhered to.
 - (3) The information to be transmitted in the Advance Passenger Information (API) system complies with the specifications of the United Nations Rules for Electronic Data Interchange for Administration, Commerce and Transport (UN/EDIFACT) PAXLST messages contained in the World Customs Organization /International Air Transport Association (WCO/IATA/ICAO) Guidelines on API.

29.360. IDENTIFICATION & ENTRY OF CREW & OTHER AIRCRAFT OPERATORS' PERSONNEL

- (a) Crew Member Certificate (CMC) shall be issued to a crew member after a background check has been carried out.
- (b) Adequate controls shall be established on the issuance of CMCs and other official crew identity documents are put in place to prevent fraud.
- (c) The control referred under paragraph (b) are—
 - (1) Background check and certification of employment status of an applicant prior to issuance;
 - (2) Controls on blank card stock; and
 - (3) Accountability requirements for issuing personnel.

29.365. ENTRY & DEPARTURE OF CARGO & OTHER ARTICLES

- (a) A risk management shall be used to determine which goods shall be examined and the extent of that examination.
- (b) The following shall be ensured—
 - (1) Programmes for Authorized Economic Operators that enhance security shall be introduced, in order to create an environment for facilitative Customs control measures;
 - (2) Establishment of agreement or arrangement for the mutual recognition of their respective Authorised Economic Operator or equivalent programs with other States shall be encouraged;

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- (3) For facilitation purposes, where feasible, the use of the available advance cargo information in subsequent import, export or transit customs procedures for the release and clearance of the goods shall be considered;
 - (4) The introduction of arrangements to enable all parties involved in air cargo operations to submit all the information required by competent authority, in connection with arrival, stay and departure of an aircraft and air cargo, to a single entry point (Single Window) shall be considered;
 - (5) All participants in the transport, handling and clearance of air cargo to simplify relevant procedures and documents and to cooperate or participate directly in the development of electronic air cargo community systems using internationally agreed standards with a view to enhance the exchange of information relating to such traffic and assuring interoperability between the systems of all participants shall be encouraged; and
 - (6) Special procedures, which provide for the expedited release of goods on arrival or departure for authorised persons meeting specified criteria, which may include an appropriate record of compliance with official requirements and a satisfactory system for managing their commercial records shall be established.
- (c) Special procedures for authorised persons may include, but not be limited to—
- (1) Release of the goods for import or export on the provision of the minimum information necessary to identify the goods and permit the subsequent completion of the final goods declaration;
 - (2) Clearance of the import or export goods at the authorised person's premises or at another place authorised by Customs;
 - (3) Lodgment of a goods declaration for import or export, based on the entry into the records of the authorised person; and
 - (4) Lodgment of a single goods declaration for all imports or exports in a given period where goods are imported or exported frequently by the same person.
- (d) Goods not afforded the simplified or special procedures shall be released or cleared promptly on arrival, subject to compliance with customs and other requirements.
- (e) As a goal, the release of all goods that do not need any examination, within three hours of their arrival and the submission of the correct documentation shall be established.
- (f) The competent authority and aircraft operators and importers or their authorized agents, shall coordinate their respective functions to ensure that this goal is met.

29.370. INADMISSIBLE PERSONS

- (a) Where the competent authority has reason to believe that an inadmissible person might offer resistance to his removal, it shall inform the aircraft operator concerned as far in advance as possible of scheduled departure so that the aircraft operator can take precautions to ensure the security of the flight.

29.375. DEPORTEES

- (a) Where the competent authority removes a deportee from its territory it shall assume all the obligations, responsibilities and costs associated with the removal.
- (b) The competent authority, when making arrangements with an aircraft operator for the removal of a deportee, shall make available the following information as soon as possible, but in any case not later than 24 hours before the scheduled time of departure of the flight-
 - (1) A copy of the deportation order where applicable;
 - (2) A risk assessment by the State or any other pertinent information that would help the aircraft operator assess the risk to the security of the flight; and
 - (3) The names and nationalities of anyescorts.

29.380. INADMISSIBLE PERSONS & DEPORTEES

- (a) The competent authority shall not fine aircraft operators in the event that arriving and in-transit persons are found to be improperly documented where aircraft operators can demonstrate that they have taken necessary precautions to ensure that these persons had complied with the documentary requirements for entry into the receiving State.
- (b) The competent authority shall:
 - (i) Consult the aircraft operator on the time frame for removal of the person found inadmissible, in order to allow the aircraft operator a reasonable amount of time during which to effect the person's removal via its own services or to make alternative removal arrangements. However, no inadmissible person shall spend more than 8 hours at the Airport if there is an available flight.
 - (ii) Shall ensure that a removal order is issued to the aircraft operator in respect of a person found inadmissible. The removal order shall include information regarding the inbound (arriving) flight carrying such person and, if known, the name, age, gender and citizenship of the person in question.
- (c) A competent authority ordering the removal of an inadmissible person who has lost or destroyed his/her travel documents shall deliver a covering letter in the format set forth in the National Air Transport Facilitation Programme in order to give information to the authorities of the State(s) of transit and/or the commencement of journey. The covering letter, the removal order and any relevant information shall be handed over to the aircraft operator or, in the case of escorted persons, the escort, who shall be responsible for delivering them to the public authorities at the State of destination.

29.385. ASSISTANCE TO AIRCRAFT ACCIDENT VICTIMS & THEIR FAMILIES

- (a) The competent authority shall ensure that policies in support of assistance to aircraft accident victims and their families are put in place.
- (b) The competent authority shall ensure that the clearance of unidentified, unclaimed or mishandled baggage, and its return to the aircraft operator for appropriate disposition are expedited.
- (c) The Authority shall ensure that the conditions laid down by the competent authority, aircraft operator may be permitted to open such baggage if necessary to ascertain its owner.
- (d) The Authority shall establish measures, with the cooperation of aircraft operator and airport operator, to expedite the inspection of crew members and their baggage, as required at departure and upon arrival.

29.390 NATIONAL FACILITATION PROGRAMMES

- (a) The Authority shall develop, maintain and implement a National Air Transport Facilitation Programme
- (b) A National Air Transport Facilitation Committee and Airport Facilitation Committee are established under a presidential Order for the purpose of coordinating facilitation activities between departments, agencies, and other organizations of the State concerned with, or responsible for, various aspects of civil aviation operations.

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APPENDICES

Appendix 1 To 1.003.- Summary of Amendments and Revision Highlights

This Appendix contains a summary of all amendments and revision highlights to this Part since the issuance of the original regulation.

Amended Regulation	Source of Amendment	Revision	Description of Revision
29.001 (g)	Annex 17	Special Regulation RSR/01/2020: Effective 15 November 2020	The phrase "Civil Aviation Technical Standards" was replaced with "Civil Aviation Security Programmes".
29.003	Internal	Special Regulation RSR/01/2020: Effective 15 November 2020	Inserted a new Appendix to the summary of Amendments and Highlight of Revisions.
29.015	Annex 17	Special Regulation RSR/01/2020: Effective 15 November 2020	Regulation revised to improve information sharing among concerned stakeholders.
29.015	Annex 17	Special Regulation RSR/01/2020: Effective 15 November 2020	Regulation revised to enhance protection of sensitive aviation security information.
29.035	Annex 17	Special Regulation RSR/01/2020: Effective 15 November 2020	Amended to remove reference to the prime minister's order number and ensure continued relevance of this regulations even when the Prime minister's order is changed.
29.045	Annex 17	Special Regulation RSR/01/2020: Effective 15 November 2020	Amended to read "Air Traffic Services Provider Security programme (ATSP) instead of the Air Navigation Services Provider Security programme in conformity with annex 17 requirements.
29.050	Annex 17	Special Regulation RSR/01/2020: Effective 15 November 2020	Regulation modified to help states request additional security measures for a specific flight(s).
29.055	Annex 17	Special Regulation RSR/01/2020: Effective 15 November 2020	Amended to provide for the establishment of National Civil Aviation Security Programme.
29.060	Annex 17	Special Regulation RSR/01/2020: Effective 15 November 2020	Amended to require each entity responsible for the implementation of relevant elements of the National Civil Aviation Security Programme to periodically verify the implementation of security measures outsourced to external service providers.
29.270	Nil	Special Regulation RSR/01/2020: Effective 15 November 2020	Amended to specify the location of infringement notice.
29.075	Annex 17	Special Regulation RSR/01/2020: Effective 15 November 2020	Revised to align regulations with the new article of the new law number 028/2019 relating to civil aviation Security


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29.101	Annex 17	Special Regulation RSR/01/2020: Effective 15 November 2020	A new regulation 29.101 was introduced to establish a requirement and procedure for dissemination of Security Programmes.
29.110	Annex 17	Special Regulation RSR/01/2020: Effective 15 November 2020	Regulation amended to: <ol style="list-style-type: none"> 1. provide for screening of transfer passengers and their cabin baggage. 2. Effective use of security equipment by entities other than the Airport operator in possession of security equipment. 3. Improved maintenance of security equipment by all concerned entities.
29.135(f) (g) and (h)	Annex 17	Special Regulation RSR/01/2020: Effective 15 November 2020	New regulations introduced to provide for 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 and the ensuring periodic vulnerability assessments.
Appendix 1 to 29.003	Internal	Special Regulation RSR/01/2020: Effective 15 November 2020	Added a new Appendix providing details to the summary of Amendments and Highlight of Revisions.

New: Internal: Special Regulation RSR/01/2020: Effective 15 November 2020

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Appendix 1 to Regulation 29.270- INFRINGEMENT NOTICE FORM

	<h2 style="color: red;">INFRINGEMENT NOTICE</h2> <p>(Issued pursuant to the provisions of Regulation 1.165 or the applicable law)</p>		Serial No.
Part 1 – Details of Recipient or Offender			
Full Names:			
Address / Employer:			
Part 2 – Details of Offence			
Offence Reported or Witnessed by:	1		Tel:
	2		Tel:
Date:	Time:	Location:	
Part 3 – Offence(s) Committed			
Regulation No	Provisions of the Contravened Regulation(s) of law, Regulation(s) or provision of National Civil Aviation Security Programme (NCASP)		Check (✓)
Other offence (and/or details on above offence(s) including exact Regulation of the Act or Regulation violated):-			
Part 4 – Payment of Penalty			
The penalty for the above offence payable under this notice is rwf.....			<u>To Pay:</u>
Payable within twenty eight (28) days from date of receipt, to the Rwanda Civil Aviation Authority through banker's cheque, cash or Electronic Funds Transfer as per the provisions of the attached Invoice*.			Rwf:.....
Part 5 – Notes (Terms and Conditions)			
<p>(a) If the recipient pays the penalty within twenty-eight (28) days from the day this notice is served, or any longer time allowed in writing by an authorized person, then, unless the infringement notice is subsequently withdrawn and any penalty paid refunded: -</p> <p>(i) Any liability of the recipient for the offence will be discharged;</p> <p>(ii) The recipient will not be prosecuted in a court for the offence;</p> <p>(iii) The recipient will not be taken to have been convicted of the offence;</p> <p>(b) The greatest penalty that a court could impose on the recipient for the stated offence as per applicable law is rwf.</p> <p>(c) If the recipient is prosecuted in court and found guilty of the offence, he/she may be convicted of the offence and ordered to pay a penalty and costs, and be subject to any other order that the court may make;</p> <p>(d) The recipient may apply in writing to the following in order to be allowed more time to pay the penalty: The Director General, Rwanda Civil Aviation Authority, P.O Box 1122 Kigali; Fax: +250252832609 Email: info@caa.gov.rw</p> <p>(e) The recipient is asked to read and understand further details and terms and conditions related to this Infringement Notice as provided part G of the Civil Aviation Regulations and law n°21/2018 of 29/04/2018 modifying law n° 42/2011 of 31/10/2011 relating to civil aviation security</p>			
Name of RCAA Inspector / Authorized Person:		Signature:	Date of Issue:
White copy – Recipient (Corporate or Individual) 		Yellow copy – Issuer 	Blue copy – RCAA Legal

*See Attached Invoice

END OF RCAR PART 29