

USAP-CMA REGIONAL SEMINAR

STUDENT HANDOUTS

Module 9

Member States' Responsibilities under the USAP-CMA

1. Participate fully in the USAP-CMA by taking part in all USAP-CMA activities and by committing to provide information related to the establishment and implementation of its aviation security and oversight systems as requested by ICAO.
2. Facilitate USAP-CMA activities by designating an appropriate person to act as National Coordinator (NC) on an on-going basis as a primary point of contact for ICAO with regard to all USAP-CMA processes and activities and to advise ICAO whenever there is a change in designated NC.
3. Complete and provide updates to the State Aviation Security Activity Questionnaire (SASAQ), status reports on the implementation of specific USAP-CMA protocol questions (PQs), information relating to Significant Security Concerns (SSeCs), updates to the State Corrective Action Plan (CAP) and any other relevant security information, such as national-level aviation security legislation and airport-level aviation security procedures and practices.
4. Complete and maintain up-to-date Compliance Checklists, which contain information on the State's compliance with the Annex 17 Standards and Recommended Practices and the security-related provisions of Annex 9.
5. Accept USAP-CMA activities as scheduled by ICAO.
6. Submit to ICAO, no later than 60 calendar days prior to the start of a USAP-CMA activity, a completed SASAQ designed to provide ICAO with preliminary information concerning the State's aviation security and oversight systems.
7. For on-site activities,:
 - a. make appropriate staff from its administration responsible for the regulation and oversight of aviation security activities and matters related to facilitation, as well as relevant staff of airport operators, locally-based commercial air transport operators and any other entities responsible for the implementation of aviation security measures available for interview by the ICAO team;
 - b. make all relevant files, records and documentation of the appropriate authority for aviation security and those of any other relevant entities responsible for aviation security and facilitation matters, including national legislation, programmes and regulations related to aviation security and facilitation, quality control activity records, airport-level programmes, procedures and internal quality control activity records, available for review by the ICAO team; and
 - c. provide access to aerodrome facilities and restricted areas of the airport for observation by the ICAO team of aviation security measures implemented by all relevant entities.
8. Provide support to the USAP-CMA on-site activities by:
 - a. providing interpretation services for the duration of the on-site activity or as requested by the ICAO team;
 - b. assisting with administrative arrangements for the accommodation of the ICAO team for the duration of the on-site activity;

- c. arranging and meeting the cost of local and intra-State transportation when visits to various locations within the State are required under the State-specific audit plan;
- d. providing adequate working space with privacy for the ICAO team;
- e. providing access to a printer, photocopier, scanner and facsimile machine, if available;
- f. providing Internet access, if available;
- g. providing the ICAO team with airport identification passes for access to facilities and restricted areas of the airport; and
- h. identifying a technical liaison officer to provide security equipment-related information.

9. Upon receipt of the audit report, to submit within 30 calendar days comments and feedback on the report.

10. Start working on the preparation of an appropriate CAP immediately after being debriefed on the audit results and provided with preliminary findings and recommendations.

11. Provide ICAO with a CAP within 60 calendar days from the date the USAP-CMA audit report has been made available to the State.

12. In the event that any SSeCs are identified and confirmed, to implement and notify ICAO within the time frame prescribed by ICAO, but not later than 15 calendar days following the receipt of the written notification from ICAO of the existence and details of any SSeCs, its immediate corrective action to resolve the SSeCs.