



FACILITATION (FAL) DIVISION — TWELFTH SESSION

Cairo, Egypt, 22 March to 2 April 2004

- Agenda Item 2: Facilitation and security of travel documents and border control formalities**
2.5: Implementation of aviation security

SECURITY MANAGEMENT

(Presented by Philippines)

1. BACKGROUND

1.1 The Republic of the Philippines, being a signatory Country to the international Civil Aviation Organization (ICAO) Chicago Convention, is mandated to comply with the International Standards and Recommended Practices (SARPS) set forth under ICAO Annex 17 to the Convention on International Civil Aviation. As such, it is obliged to develop and implement a security programme responsive and compliant to the accord. Executive Order 393 dated 24 January 1990 declares the Philippines' commitment to adopt ICAO SARPS provisions.

1.2 The Air Transportation Office (ATO) which was created pursuant to Republic Act No. 776 is charged with the responsibility of developing, formulating and recommending plans, policies, programs, projects, standards, specifications and guidelines related to air transportation, including air space utilization, air traffic control, aeronautic communications and information services, aircraft and air navigational facilities, services maintenance and operations. In line with these functions, it has the responsibility to establish a civil aviation security programme on the national level in conformance with the ICAO accord.

1.3 **The Manila International Airport Authority (MIAA)** as administrator of the **Ninoy Aquino International Airport** was created on 4 March 1982 pursuant to Executive Order No. 778, as revised pursuant to Executive Order No. 903 dated 21 July 1983. Pursuant to Executive Order No. 125 dated 30 January 1987, MIAA is invested with the authority of exercising police powers within its premises, supervision and control over all security units operating therein. Complementarily, it is accorded the authority to establish an Airport Security Program consistent with Standard 3.1.8 of ICAO Annex 17.

2. CONCEPTUAL FRAMEWORK

2.1 Preempt acts of unlawful interference prevent unauthorized access to aircraft, installations, facilities and other restricted areas of the Airport and insure the Airport complex against unwarranted intrusions.

3. AIRPORT SECURITY PROGRAM

3.1 Security control of passengers and hand baggage

Flight documents

- a) Departing passengers are required to present a valid passport and airline ticket before entry into the passenger terminal building. They are also required to present a boarding pass at the boarding gate before being allowed to board an aircraft.
- b) Arriving passengers are required to present their passports at the arrival immigration counters, after which they shall proceed to the customs area for declaration of taxable goods/items, if there are any. Those with baggage must present their airline baggage tag before exiting.

Identification of passengers

- c) Departing passengers shall be required to present their passport and airline ticket to the APD personnel or the MIAA contracted security guard on duty at the gate of the departure level for identification. Entry shall be allowed only upon validation of travel documents.
- d) Passengers denied entry shall be brought to the MIAA Intelligence and Investigation Division for interrogation and proper disposition. Airport employees and other authorized personnel shall be directed to the gate exclusive for non-passengers.

3.2 Processing of passengers

- a) The airline staff at the check-in counters conducts security profiling and closer scrutiny of departing passenger's travel documents. Upon validation, a boarding pass is issued. Those with incomplete travel documents are advised to see their travel agents or concerned government agency. Passengers in possession of fraudulent travel documents shall be interrogated by the airline security and/or endorsed to the proper authorities for proper disposition.
- b) Entry to the Immigration area – before entry, the passenger shall be required to present an airline-boarding pass to the assigned APD Officer. Only those with valid travel documents shall be allowed entry to the area for payment of passenger terminal fee and immigration processing.
- c) The Bureau of Immigration officers at the Immigration Counters processes the travel documents of departing passengers for validity and authenticity. Passengers with incomplete travel documents shall be off-loaded. Those found with fraudulent travel documents shall be held by the Bureau of Immigration for investigation and filing of charges in court as warranted.
- d) As a final check before boarding, the passengers shall be asked to present a boarding pass to the airline ground staff. Those without boarding pass shall be denied boarding.
- e) The Bureau of Immigration Officers, at the arrival immigration counters, processes the arriving passenger's travel documents for validity and authenticity. Those found with fraudulent or tampered travel documents shall be held for investigation and possible legal action.

3.3 Authority for Security Control

- a) The MIAA shall be responsible for the formulation and implementation of passenger identification measures and procedures at the terminal gates, notwithstanding airline procedures at the check-in counter and Bureau of Immigration procedure counters and the boarding gates.
- b) The airlines, in coordination with the Authority, are responsible for the formulation and implementation of passenger screening measures and procedures and travel document examination at the check-in counters and boarding gates.
- c) The Bureau of Immigration is responsible for the formulation and implementation of examination techniques and procedures in verifying the authenticity and validity of passenger travel documents.

3.4 Standards for Security Control

- a) All passengers, crew and carry-on baggage shall undergo the standard screening procedures before boarding an aircraft or entering a sterile area. Anybody who refuses to be checked shall be denied entry. For this purpose, eight screening stations equipped with metal detectors, baggage X-ray machines and hand-held metal detectors, are provided at the IPT building, to wit:
 - 1) Three initial screening stations located at the pre-departure lobby prior to the airline check-in area; one for employees/visitors and two for passengers.
 - 2) Two final screening stations at the East and West concourse.
 - 3) Two final screening stations located both at Gates 1 and 16.
 - 4) One screening station located at the employees/visitors entrance arrival lobby.
- b) There are two screening stations at the Manila Domestic Passenger Terminal:
 - 1) Check-in Counter Area
 - 2) Pre-Departure Area
- c) Following articles are strictly prohibited on board an aircraft:
 - 1) those made or intended for offensive or defensive use such as firearms and pointed sharp-edged or blunt weapons like truncheons, axes and spiked sticks;
 - 2) grenades, explosives, ammunition or incendiary material;
 - 3) flammable, corrosive or toxic substance, including gases under pressure;
 - 4) other articles that can be used as offensive or defensive weapons like ice-axe, open razor, long-pointed scissors, knives, professional tools, aerosol containers; and
 - 5) other articles, which give rise to reasonable suspicion.

- d) Individuals shall not be permitted to retain possession of any hand-carried items during physical screening. They are required to strip themselves of all kinds of metals (keys, cigarette lighters, nail clippers, foil-wrapped objects such as cigarettes, and the like) prior to screening at the walk-thru-metal detector.
- e) Persons who cannot be cleared by the normal screening process shall be referred for manual search. Any person who cannot satisfactorily clear by manual search is denied boarding.
- f) Privacy shall be observed when manual search of a person is to be carried out. In all cases, manual search of a person shall normally be done by an individual of the same sex and in the presence of a third party.
- g) Screening personnel shall always be on alert to the following:
 - 1) carry-on bags and other items which appear to be unusually heavy or light;
 - 2) false bottoms in carry-on bags and containers;
 - 3) calculators, cameras and similar devices which can be used to conceal weapons and/or explosives; and
 - 4) items like external switches, batteries or wires that show case modifications.
- h) Multiple weapons or devices can be present on a person with carry-on items. Discovery of a weapon necessitates further search for additional weapons or devices.

3.5 Security Screening Personnel

- a) A minimum of eleven (11) screeners shall be assigned in every screening station with two X-ray machines in operation, while, a minimum of seven screeners shall be assigned to a station with one (10 X-ray) machine in operation.
- b) The following shall be the duties and responsibilities of the screeners:
 - 1) control the queueing of passengers for proper implementation of screening procedures at the stations;
 - 2) direct passengers to place baggage on the conveyor belts of the X-ray machines and undergo screening at the walk-thru metal detectors;
 - 3) monitor the metal detector indicator;
 - 4) accomplish additional processing, when necessary, with a hand-held metal detector, or by manual search, or both;
 - 5) observe the video screen of the X-ray device; and
 - 6) manually inspect items requiring accepted additional processing.
- c) During the tour of duty, the following procedures shall be strictly observed by the screening staff:

- 1) no member of the screening staff shall be assigned to monitor/scrutinize X-ray images continuously for more than 20 minutes;
- 2) he/she shall resume said particular duty after 40 minutes.

3.6 Security control of hold baggage

a) *Acceptance procedure*

- 1) Held or checked baggage is screened at the screening stations located in the departure lobby prior to airline check-in. Only those declared clear of any dangerous articles should be brought to the check-in area.
- 2) After screening, the baggage may be manually inspected by Customs Officers for items prohibited from being brought outside the country.
- 3) At the check-in counters, the airline staff shall first conduct validation procedure on the travel documents of passengers before commencing with the hold baggage acceptance process.
- 4) Upon validation of the passenger travel documents, a boarding pass is issued. The hold baggage shall be weighed in accordance with the appropriate airlines' standard procedure. The airline has the right to deny check-in to passengers refusing to comply with the approved weight limit and charges.
- 5) The accepted hold baggage shall be tagged with the corresponding stub attached on the ticket of the passenger, or in accordance with the airline passenger/bag match reconciliation procedure.
- 6) The accepted hold baggage shall then be placed on the conveyor belt leading to the baggage build-up area for loading to the aircraft.

b) *Authority for security control*

- 1) The ASG, PNP in coordination with the airlines is currently designated by the MIAA to be responsible for the screening of baggage at all screening stations in the terminal building.
- 2) The airlines are responsible for the screening of baggage and passenger-baggage matching at the check-in counters.
- 3) The ASG, PNP and the APD are responsible for the security of the baggage make-up area, while the airlines are responsible for the security and integrity of the accepted hold baggage that have reached the baggage make-up area.
- 4) Airline Ground Security Coordinators (GSC) are usually responsible for the security of baggage from sorting area of the aircraft.

c) *Standards for security control of hold baggage*

- 1) No hold baggage shall be allowed do be brought to the airline check-in area without undergoing screening at the X-ray equipment in the pre-departure lobby.

- 2) Baggage containing suspicious items, or items which cannot be identified or processed by the X-ray machine, shall be manually searched. The search shall be undertaken in the presence of the owner who shall not be allowed to handle the bag while undergoing the search process.
- 3) To prevent tampering and the clandestine introduction of sabotage devices into the accepted hold baggage; the baggage conveyor belt area at the departure level and the baggage build-up area at the ramp shall be closely monitored and regularly patrolled by APD or ASG personnel. To enhance security, the area is also monitored by the Authority through CCTV cameras installed in the strategic areas at the departure and build-up areas.
- 4) When information is obtained leading to the suspicion that certain checked-in baggage contains prohibited or dangerous materials, the baggage shall be retrieved from the aircraft or the baggage build-up area, as the case may be. It shall be the responsibility of the concerned aircraft operator to inform the Authority and ASG, PNP about the matter so that bomb disposal personnel can respond immediately available to check the baggage.

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