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SSR International Airport  
Plaine Magnien  
MAURITIUS

REPUBLIC OF MAURITIUS

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### AVIATION SECURITY DIRECTIVE

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DEPT REF: CAV/CASU/1/1		Directive No: <b>ASD 04 of 2008</b>
VALIDITY: With effect from <b>31 October 2008</b> until further notice		Issue Date: <b>24 October 2008</b>
This Aviation Security Directive repeals and replaces:		
Aviation Security Directive ASD 06/05 on Application for renewal and issue of Aviation Security Identification Cards		
Aviation Security Directive ASD 07/01 on Application for renewal and issue of Aviation Security Identification Cards		
Aviation Security Directive ASD 08/03 on Access Control at SSR International Airport- Published Access Control Points		

#### Subject

#### ACCESS CONTROL AT SIR SEEWOSAGUR RAMGOOLAM INTERNATIONAL AIRPORT

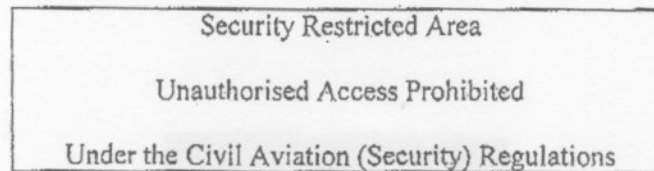
##### 1.0 Purpose of the Aviation Security Directive

- 1.1 This Aviation Security Directive is issued pursuant to provisions of Regulation 19 of the Civil Aviation (Security) Regulations 2008 for guidance and necessary action to be taken in respect of access control into the Security Restricted Area at the Sir Seewoosagur Ramgoolam International Airport and operation of published access control points and security check points along the primary and secondary access lines.
- 1.2 All ASICs giving access to any part of the Security Restricted Area in any airport in Mauritius are issued by the Director of Civil Aviation.
- 1.3 The airport perimeter at SSR International Airport encloses a Security Restricted Area, which contains two categories of security zones namely the primary sub zones and the secondary sub-zones. A sign affixed at the perimeter and access points of the zone shall indicate every sub-zone.

##### 2.0 PUBLISHED ACCESS CONTROL POINTS

- 2.1 With effect from **01 July 2008**, the Security Restricted Area at Sir Seewoosagur Ramgoolam International Airport has been extended to include the area inside the outer perimeter of the airport.

- 2.2 The outer perimeter subjected to provisions of this directive is positively signposted with the following signpost bearing white lettering on red background affixed at 30 metres interval and legible from a distance of 15 metres from outside the perimeter:



- 2.3 Depending on the nature of the activity for which an Aviation Security Identification Card (ASIC) holder is allowed by the Authority, access may be granted by Airport Police personnel at the following primary access points:

- Air Mauritius export cargo warehouse
- Qantas gate
- Main Gate
- F Gate
- E Gate
- Landside entrance to AML VIP Lounge
- Landside entrance to State Lounge
- Landside entrance of premium passenger door
- Landside entrance to Check-in Hall for Departing Passenger
- Landside entrance to Check-in Hall dedicated for staff
- Landside entrance to Tour Operator Hall

- 2.4 Airport Police will not grant access to any person or vehicle inside the security restricted area unless the person —

- (a) Conspicuously displays a valid aviation security identification card for unescorted access, on the outer garment, at chest level during the time of stay inside the security restricted area;
- (b) is a bona fide passenger or crew member whose presence in a sub-zone of the security restricted area is necessary; or
- (c) has been otherwise permitted by the Authority and is accompanied by the holder of a valid aviation security identification card for the security restricted area. (Collective access may be granted in cases where authorised groups of persons require access to the sub zones, provided that the group keeps together and a group leader is positively identifiable, for example in instances of airport visits, site visits and delivery and collection of consignments at a warehouse etc...); and
- (d) in the case of a vehicle, the driver is in possession of a valid aviation security identification card in respect of that vehicle or, in the absence of an aviation security identification card, access in the security restricted area has been permitted by the Authority.

- 2.5 As and when required, other access points may be published for use for specific purposes after due coordination with concerned entities.

- 2.6 Access to secondary sub-zones is granted by AML either through Security Check Points along the secondary fence or through the Passenger Terminal Building as follows:
- Security Check Point 2 in the northwest direction
  - AML VIP Lounge
  - State Lounge
  - Entrance to Check-in hall from State Lounge car park
  - Cabin Baggage Screening
  - Interface door between arrival and departure lounges
  - Customs landside exit door
  - Customs airside exit door to inbound baggage area
  - Interface door between Departure Sterile Area and Baggage Make-up Area Airside.
  - Security Check Point 3 in the southeast direction
- 2.7 Staff together with belongings seeking access may be subjected to screening by AML. AML will also supervise the movement of persons and vehicles on the airside to control access to security restricted areas.
- 2.8 Airport based medical team responding to actual cases of emergencies will not be subjected to screening.
- 3.0 **Scope of the ASIC**
- 3.1 The ASIC is issued for identification purposes only and does not confer right of entry. Each time access is sought, the holder is required to substantiate, to the officer controlling access to each premise, on the needs and right for entry.
- 3.2 The ASIC does not convey authority to board an aircraft, except for authorised personnel.
- 3.3 The identity documents issued to Mauritius aircrew will be used to admit access to Security Restricted Area in order to fulfil their authorised duties.
- 3.4 Access to VIPs and members of the Diplomatic Corps at the airport is regulated by separate provisions.
- 3.5 A limited number of temporary cards with escort have been pre-issued to the Airport Operator for internal use in substantiated urgent instances.
- 3.6 Add-on passes are pre-issued to selected categories of bearers of unescorted ASICs and are used for occasional access to additional specific sub-zones as and when required. Each organisation issued with add-on passes is required to
- a) designate an officer to be responsible for the safekeeping and issue of the add-on passes;
  - b) keep a log on movements of the add-on passes;
  - c) produce the log for inspection by the Authority on a monthly basis and more often if required.

#### 4.0 Types of ASIC

4.1 The ASIC system comprises four categories of ASIC clearly distinguishable from each other as follows:

a) Unescorted electronic ASIC (background colour orange):

Unescorted electronic ASIC will normally be issued to individuals requiring regular access to Security Restricted Area where an integrated access control system has been put in place.

One unescorted electronic ASIC carries a maximum validity period of two years.

b) Unescorted non-electronic ASIC (Background colour green):

Unescorted non-electronic ASIC will normally be issued to individuals requiring regular access to Security Restricted Area where an integrated access control system is not in place and to those individuals requiring regular access to primary sub zones.

c) Special non-electronic ASIC - with escort (Background colour white):

A special ASIC will normally be issued to individuals requiring short-term access to Security Restricted Area or to individuals who are awaiting the issue of an unescorted ASIC pending the processing of a certificate from the Director of Public Prosecutions.

One special ASIC carries a maximum validity period of eight weeks.

d) Temporary ASIC (Visitor pass) - with escort:

A temporary ASIC with escort will normally be issued for urgent instances and will normally carry a maximum validity period of one week.

#### 5.0 Urgent works and Emergencies

5.1 In substantiated cases of urgent works and repairs and for collection of mishandled baggage, heads of organisations are required to apply for **temporary ASIC with escort** on the prescribed DCA Form 299 (see Appendix B) and forward same to the Director of Civil Aviation, temporary ASIC will be granted as and when required and the requesting organisation will be required to escort the visitors beyond the secondary access line at the Security Restricted Area.

5.2 One DCA Form 299 must be filled for each temporary ASIC holder.

5.3 Each visitor into the Security Restricted Area will be issued with an ASIC.

5.4 In the cases of delivery and collection of cargo; and cordoned site visits, a collective permit may be issued to a group leader provided the members of the group keep together with the applicant during their stay inside the security restricted area.

5.5 A means of identification should be carried by the persons seeking access to the Security Restricted Area

5.6 During aircraft emergencies, when the Security Restricted Area or part of it has to be closed depending on the circumstances, aircraft operations should be resumed only when circumstances permit aircraft to operate safely without interfering with rescue activities and the movement area would have been secured.

5.7 Function specific transferable identification badges are pre-issued to identify off-airport based emergency responding agencies. These pre-issued identification badges are meant to expedite response to emergencies as the prime objective being to save life above all other considerations. Personnel of airport-based and non-airport-based emergency responding agencies will report to a pre-determined rendezvous point from where Police will be responsible for security, and law enforcement and traffic flow.

#### 6.0 Escort

6.1 In the following instances, personnel from Airport Police or AML or both organisations will escort non-airport based personnel granted access to secondary sub zones:

- Security and safety inspections team comprising foreign-based counterparts;
- Approved photography and film shooting crew; and
- Visitors.

6.2 Inside primary sub zones, the airport-based organisation concerned will supply escort to non-airport-based persons granted access to their premises.

6.3 The holder of an unescorted ASIC can normally escort a maximum of six visitors into the secondary sub zones.

6.4 Persons proceeding to pick up co-mail and baggage at Baggage Reclaim Counters at Customs Hall should be escorted by the personnel of the ground handling agency.

#### 7.0 Application for New ASIC

7.1 All heads of organisations based at the airport are required to apply for issue of new ASIC to their personnel on the prescribed DCA Forms 292 (Appendix C), available at the counter of the DCA Permit Office, and forward same to the Director of Civil Aviation giving:

- (a) seven days advance notice;
- (b) evidence of the intended pass holder's identity and address in Mauritius;
- (c) full justification in support for the need to claim access to each of the following security sub zones for individuals :

(i)	Sterile Departure Waiting Area	D
(ii)	Baggage Outbound Area	B
(iii)	Tarmac/Active apron	T
(iv)	VIP Processing Area	V
(v)	Hangar Areas/Airside service road.	H
(vi)	Arrival Immigration/Customs Area	A
(vii)	Check In Hall	C
(viii)	Tour Operators Hall	O
(ix)	Northwest Sub Zone (Main Gate)	N
(x)	Southcast Sub Zone (E Gate)	S

or for vehicles:

(i)	Main Gate	N
(ii)	E Gate	S
(iii)	SCP 2	2
(iv)	SCP 3	3
(v)	All gates (either for individuals or vehicles will be designated by letter X	X

- (d) in respect of applicants from non-government organisations:
- i) a recent certificate dating not less than six months, from the Director of Public Prosecutions (morality certificate) confirming that the applicant has not been convicted of any crime or misdemeanor in Mauritius. This requirement does not apply to applicants seeking access to primary sub zones only; and
  - ii) written confirmation from two referees, one of whom may be the intended pass holder's previous employer, that the intended pass holder is known to them and of good character.
- (e) in respect of applications for vehicle passes, the applicants for company vehicles are required to submit a proof of acceptance of the airport operator on the apron-worthiness of the vehicle and competence of the driver to drive inside the Security Restricted Area
- (f) in respect of applications for public service vehicles the applicants are required to submit the following supporting documents:
- i) a valid Public Service Vehicle Licence (PSVL) issued by the National Transport Authority providing for access to the airport; and
  - ii) proof of acceptance of the airport operator on the apron-worthiness of the vehicle and competence of the driver to drive inside the Security Restricted Area
- (g) Vehicles accessing any part of the Security Restricted Area shall be licensed, insured in conformity with the law and driven by competent drivers.
- (h) Persons suspected of driving under the influence of liquor may be subjected to a breath test and in case of refusal without reasonable excuse to do so or to give specimen of his blood or urine when required to do so in pursuance of this directive, shall be a prima facie evidence that at the material time he was under the influence of liquor and judicial proceedings contemplated against him.

## 8.0 Renewal of ASIC

- 8.1 One month before expiry of the unescorted ASIC, the Department of Civil Aviation will supply a prescribed list of names of persons appearing on the available databank to each airport based organisation concerned for the confirmation of the continued need for access of each holder.

8.2 - All heads of organisations are required to apply for renewal of ASIC to their personnel on the prescribed list and forward same to the Director of Civil Aviation affording at least seven days advance notice before expiry of the ASIC.

#### 9.0 Cost of ASIC

9.1 The cost of issue of:

- i) one electronic ASIC Rs 300.00;
- ii) one non-electronic ASIC is Rs 110.00;
- iii) one vehicle ASIC is Rs 110.00

9.2 The cost for replacement of:

- i) a valid lost electronic ASIC is Rs 500.00; and
- ii) a valid lost non-electronic ASIC is Rs 200.00.

Note: No cost is charged for the issue of temporary ASIC for persons and vehicles.

#### 10.0 Mode of Payment

10.1 Non-Government agencies may pay cash or by cheque.

10.2 Payment for the appropriate number of ASIC must accompany the request. Adjustment, if any, will be made after the ASIC would have been delivered. Cheques should be drawn in favour of the "Government of Mauritius".

10.3 Government departments should submit adjustment vouchers (Acts 245) to the treasury debiting their appropriate vote and items and crediting Revenue Item -Code 14.220.033, forwarding one copy of the adjustment voucher together with their request for cards to this department.

10.4 No ASIC will be delivered unless appropriate payment has been effected.

#### 11.0 Responsibility for ASIC

11.1 Heads of organisations are responsible for ASIC issued to their staff. In case of transfer, dismissal or resignation of the bearer, the head of the department or agency concerned should inform the Authority immediately and collect and return the ASIC to the Department of Civil Aviation without delay. Any broken, defaced or malfunctioning ASIC will have to be returned to the DCA Permit office for rectification against cost.

11.2 All organisations deploying personnel inside the Security Restricted Area should conduct and maintain records of safety and security awareness briefings to their personnel at induction and refresher briefing sessions should be conducted on an annual basis.

11.3 On a monthly basis, consolidated stop lists of stolen or otherwise unaccountable ASICs will be issued by the Authority and disseminated to Airport Police and the airport operator to be made available to security staff at access points.

## 12.0 Wearing and Use of ASIC

- 12.1 Except when exempted, the bearer must conspicuously display the ASIC, at chest level on outer garment at all times when within the security restricted areas and the ASIC should be shown on demand to any Authorised Officer.
- 12.2 While wearing a high visibility vest for safety reasons, holders of ASICs are required to ensure that the ASICs are properly displayed to meet the above requirement.
- 12.3 The holders of ASIC are required to use the ASIC for approved official purposes only and they must ensure no undue interference with the flow of inbound and outbound traffic.
- 12.4 Apron vehicle ASIC must be affixed on the windscreen of the vehicle.
- 12.5 To the extent practicable, apron vehicles must be dedicated to movements on the apron. In cases movement outside the apron is necessary as far as possible the designated gates must be used both for ingress and egress except for movements during emergencies.

## 13.0 Delivery of ASIC

- 13.1 The Permit Office staff of the Department of Civil Aviation will brief the appropriate personnel of organisations applying for ASIC about their responsibilities and duties relating to applications for the issue of the ASIC and sign certificates to that effect.
- 13.2 The security briefing shall draw attention to provisions of Civil Aviation Security Regulations. Template for briefing is at Appendix A
- 13.3 ASIC will be issued upon appointment with the Permit Office of the Department of Civil Aviation, during weekdays from 0900hrs to 1600hrs.

## 14.0 Loss, damaged or defaced ASIC

- 14.1 The loss, damage or defacing of ASIC should be reported immediately by telephone and in writing to the sponsor and to the Director of Civil Aviation. The holder should log a statement with the Police in cases of loss and forward the documentary evidence of the statement to the Director of Civil Aviation through his/her head of Department or agency. A replacement ASIC will be issued against payment of the appropriate cost.

## 15.0 Penalties

- 15.1 Any person who contravenes provisions of this Directive shall commit an offence and shall, on conviction, be liable to a fine not exceeding 10,000 rupees and to imprisonment for a term not exceeding 2 years.
- 15.2 Exemptions regarding display of ASIC

Where it is incompatible with the nature of the duty to be performed, or where it is impractical or otherwise undesirable, to conspicuously display the ASIC, the Chairperson of the National Civil Aviation Security Committee may grant exemptions from the conspicuous wearing of the ASIC in such specific security sub-zones and during such period of time corresponding to specific phases of activity, as it may determine, to selected holders of ASICs.



15.3 Notwithstanding that an exemption has been granted under paragraph (16.2), an exempted holder shall always carry his ASIC and make it readily available for inspection by an authorised officer when gaining access inside a security restricted area.

The collaboration of everyone is sought for the enhancement of aviation security.



Y KOWLESSUR  
For Director of Civil Aviation

## Appendix A

**BRIEFING FOR RECIPIENT OF AVIATION SECURITY IDENTIFICATION CARDS FOR ACCESS TO SECURITY RESTRICTED AREAS**

1. **The purpose of Aviation Security Identification Cards (ASIC) is:**
  - (a) to allow access to Security Restricted Areas to authorised persons on duty when undertaking official business; and
  - (b) to enable unauthorized persons to be identified within a Security Restricted Area.
2. **The responsibilities of ASIC holders are:**
  - to safeguard the ASIC;
  - to account for its use and to prevent tampering;
  - to report its loss immediately to the issuing authority; and
  - to contribute to airport security.
3. **The validity of ASICs and the access they afford are based on the following:**
  - (a) valid only in respect of the person to whom they are issued – they are not transferable; and
  - (b) ASICs afford access to the holder, on official duty, to specified sub-zones of the Security Restricted Area.
4. **The Civil Aviation (Security) Regulations 2008 require that ASICs are:**
  - (a) presented to access control staff for inspection when the holder enters a Security Restricted Area;
  - (b) displayed on the person of the holder at chest level on outer garment while being in a Security Restricted Area;
  - (c) shown on demand to security staff, Police officers, Customs officers and Immigration officers (Public Authorities staff) or persons who identify themselves as having responsibility for the security of the Security Restricted Area in question, e.g airport operator and aircraft operator staff;
  - (d) presented to security staff for inspection at the exit from the Security Restricted Area;
  - (e) surrendered to the Director of Civil Aviation when their validity has expired or sponsorship for access is withdrawn; and
  - (f) the property of the issuing authority.
5. **Penalties for the misuse of ASICs**
  - 5.1 Any person who contravenes provisions of this Directive shall commit an offence and shall, on conviction, be liable to a fine not exceeding 10,000 rupees and to imprisonment for a term not exceeding 2 years.
  - 5.2 **Exemptions regarding display of ASIC**

Where it is incompatible with the nature of the duty to be performed, or where it is impractical or otherwise undesirable, to conspicuously display the aviation security identification card, the National Civil Aviation Security Committee may grant exemptions from the conspicuous wearing of the card in such specific security sub-zones and during such period of time corresponding to specific phases of activity, as it may determine, to selected holders of aviation security identification cards.

- 5.3 Notwithstanding that an exemption has been granted under paragraph (1), an exempted holder shall always carry his aviation security identification card and make it readily available for inspection by an authorised officer when gaining access inside a security restricted area or vulnerable point.
- 6. The aim of aviation security is to protect passengers, flight crew, staff and members of the public from acts of unlawful interference.
- 7. The Director of Civil Aviation is the designated appropriate aviation security agency for Mauritius.
- 8. Holders of ASIC are responsible for contributing to aviation security by:
  - (a) complying with the regulations regarding access control, and maintaining security in their area of work; and
  - (b) reporting to security staff or control authorities:
    - (i) breaches of access control procedures;
    - (ii) the presence of firearms or other weapons;
    - (iii) unattended baggage in public places; and
    - (iv) any suspicious item, person or activity which could represent a security risk.
- 9. ASIC holders should be aware that it is unlawful for any person to have in their possession at any airport, any firearm or article having the appearance of being a firearm, and any explosives without lawful authority or reasonable excuse.
- 10. The ASIC does not confer right of entry and any immunity from any check/search carried out under legal authority by Customs and Police officials within the Security Restricted Area on the person and belongings of the pass holder.
- 11. Declaration of ASIC holder.

The above briefings have been read, understood a copy has been retained and ASIC Number: .....has been collected.

<i>Name</i>	<i>Organisation</i>	<i>Occupation</i>	<i>Signature</i>	<i>Date</i>

Appendix B  
DCA FORM 299

DEPARTMENT OF CIVIL AVIATION

FROM	:		TO: DIRECTOR OF CIVIL AVIATION
NAME	:		SSR INTERNATIONAL AIRPORT
ADDRESS	:		PLAINE MAGNIEN
TEL NO	:	EXTN :	MAURITIUS

We wish to submit an application for temporary pass in favour of:

SN	SURNAME	OTHER NAMES

ACTIVITY				
ACCESS				
PERIOD	DATE:	TIME/FROM:	TO	HRS

AUTHORISED OFFICER FROM ORGANISATION SUBMITTING APPLICATION:

NAME	SIGNATURE	DATE	STAMP

NB: It is understood that this application will be considered for urgent instances and repairs only, and that use of unauthorized vehicles or taxis are avoided.

Applicants will produce proof of identity when claiming access and will be escorted at all times when on the airside and sterile areas.

FOR OFFICIAL USE:

AIRPORT OFFICIALS CONTACTED:	
AIRPORT POLICE:	AIRPORTS OF MAURITIUS:
PASSPORT AND IMMIGRATION OFFICE:	CUSTOMS:
AIRCRAFT OPERATOR:	OTHER:

DOCUMENTARY SUPPORTING EVIDENCE:
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PASS ISSUED

for DCA