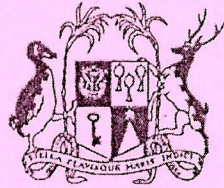


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AVIATION SECURITY DIRECTIVE

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| EXTERNAL REFERENCE | DISTRIBUTION |
| DEPT REF: CAV/CASU/1/1 | PER DISTRIBUTION LIST |
| VALIDITY: With immediate effect and until further notice | Directive No: ASD 06 of 2022 |
| | Issue Date: 30 December 2022 |

Subject: Control over use of Tools of Trade into the Security Restricted Area at Airports in Mauritius

1.0 Purpose of the Aviation Security Directive

1.1 This Aviation Security Directive (ASD) is issued pursuant to provisions of Regulations 31 and 42 of the Civil Aviation (Security) Regulations 2019 for guidance and necessary actions to be taken in respect of control over the movement and use of tools of trade, into the Security Restricted Areas (SRA) at airports in the Republic of Mauritius.

1.2 For the purpose of this directive:

- Tools of trade (ToT) are legal items required by staff members to perform work in a sterile area, including items such as cleaning products, sealants, degreasers, glues, paints and oils, and are exempt from LAGs restrictions; blunt instruments, spanners, hammers, etc. (a non-exhaustive list of ToT is provided at Annex A to this directive)
- Security Restricted Area has the same meaning as described in the Civil Aviation (Security) Regulations 2019; and
- Sterile area is defined as the area between any passenger inspection or screening checkpoint and aircraft, into which access is strictly controlled.

2.0 Applicability

The measures and procedures contained in this directive shall apply to all airport-based organisations conducting business in SRAs. This ASD does not apply to Police officers on official duty carrying firearms into SRAs in the performance of their duties.

3.0 Types of Tools of Trade

The types and quantity of ToT that can be carried into SRAs should be commensurate with the scope of works to be undertaken.

4.0 Arrangements

4.01 Organisations shall designate authorised person(s), up to a maximum of 5, within their organisation who shall authorise ToT to be carried into the SRAs. As and when ToT are required to be used into SRAs, the authorised person shall approve the Tools of Trade Form, as at Annex B to this ASD, and affix company stamp. The Tools of Trade Form shall be drawn in three copies as follows:

- (i) the original shall be kept by the organisation;
- (ii) one copy shall be handed over to security staff controlling access at Security Check Points (SCP); and
- (iii) one copy shall be kept by the person carrying the ToT into SRAs.

4.02 Each organisation shall submit to the respective airport operator a list of authorised persons bearing the full name, title and specimen signature responsible to sign and stamp Tools of Trade Form.

4.03 Control over the movement of ToT shall be exercised by the airport operator at SCPs prior to allowing entry/exit into/from SRAs. Airport based organisation shall control the movement of ToT from the time the ToT are introduced into the SRA until removal of same.

4.04 In order to exercise control over the movement of ToT, airport operators shall have in place a procedure for controlling the movement of ToT to and from the SRA.

4.05 Airport based organisations requesting ToT to be used in the SRA, shall have a procedure on handling of ToT, detailing the measures for the proper use, safeguarding and supervision of the ToT from the moment the ToT are introduced into the SRA until removal of same and action to be taken when ToT is found missing.

4.06 Heads of airport based organisations or their designated personnel shall:

- (a) inform the airport operator, in advance, on the start and end date, of construction/renovation works or repairs to be undertaken in the SRA and the requirement to use ToT, accordingly.
- (b) ensure that their staff and/or contractors are briefed on the security measures applicable on use of ToT in SRAs.
- (c) ensure that the ToT are never left unattended;
- (d) ensure that the ToT are kept safe and secure when not in use;
- (e) ensure that, upon completion of works, ToT are removed from the SRA from the same SCP from which the ToT were allowed into the SRA. The ToT shall be presented to security staff of the airport operator at the SCP at time of exit.
- (f) approve the Tools of Trade Form.

4.07 Each time ToT need to be carried into SRAs, the person(s) seeking access through SCPs shall hand over duly filled Tools of Trade Form to screening staff at the SCP. Persons carrying ToT into SRAs shall:

- (a) carry the ToT in a secure manner;
- (b) ensure that the ToT are under constant supervision when used in the SRA;
- (c) ensure that the ToT are locked away and secured when not in use;
- (d) ensure that access to the ToT is allowed only to authorized persons;
- (e) ensure that after completion of works, ToT are removed from the same SCP from which the ToT were allowed into the SRA;
- (f) inform security staff at the SCP about the removal of ToT; and
- (g) notify the airport-based organisation, which made the request for ToT to be carried into the SRA, immediately when the ToT is missing or lost. The airport-based organisation shall in turn inform the

airport operator about same.

4.1 Removal of ToT from SRA through another SCP

In exceptional circumstances and with the agreement of the airport operator, ToT may be removed from the SRA through a SCP other than that from which the ToT were carried into the SRA. The airport operator shall ensure that the ToT Form which was handed over at time of entry into the SRA is available at the SCP where the ToT will be removed and implement the measures described at paragraph 9.0 of this directive.

4.2 Vehicles equipped with ToT

Airport-based organisations shall ensure that any vehicle accessing the SRA through the SCPs shall have a list describing the vehicle's tool kit, such as spanners, torque wrench, floor jacks or ramps, etc, carried in the vehicle. The list shall be presented to security staff at SCPs, upon demand. Security staff at SCPs may verify the vehicle's tool kit, at entry and exit through SCPs, against the list.

5.0 ToT used and kept in the Sterile Area and other part of the Terminal Building

5.1.1 ToT which will be used permanently in the terminal building by airport based organisations shall be approved by the Authority. Organisations requiring ToT to be carried into the SRA and used in the terminal building shall channel their request to the Authority through the airport operator. Any request for carriage and use of ToT into the SRA in the terminal building shall be processed by the Authority upon recommendation of the respective airport operator.

5.1.2 Heads of airport based organisations or their designated personnel shall be responsible to monitor the use of ToT and keep an inventory list. At the end of each working day each airport based organisation shall tally the number and description of ToT with the approved list(s) and keep records of same. The approved list of ToT shall be kept on site for verification purposes. Heads of airport based organisations shall inform the Authority and airport operator of all replacement of damaged ToT.

5.1.3 The airport operator shall conduct a reconciliation exercise, to ensure that the number and description of ToT tally with the approved list(s) of ToT, at least every 3 months and a report shall be submitted to the Authority. The airport operator shall also carry adhoc inspections to verify that the number (and description) of ToT are tallied by the organisation at the end of each working day. The airport operator shall ensure that damaged ToT are removed from the SRA.

6.0 ToT used permanently in SRAs (other than the terminal building)

Heads of airport based organisations or their designated personnel shall be responsible to monitor and keep inventory lists on the movement of ToT within the SRAs. Organisations shall ensure that ToT needed permanently in SRAs (other than SRAs in the terminal building) are strictly controlled and keep an inventory list on site for verification purposes by the Authority. Each organisation shall conduct a reconciliation exercise to ensure that the number and description of ToT tally with the approved list(s) of ToT, at least every 6 months. All replacement of damaged ToT shall be coordinated with the Authority through the airport operator.

7.0 ToT used temporarily in the SRA by Airport-based Organisations/Contractors/Visitors

7.1 Heads of airport based organisations or their designated personnel shall be responsible to keep a list of such ToT and monitor their movement within the SRAs. At the end of each working day each airport based organisation shall tally the number and description of ToT with the approved list(s) and keep

records of same. The approved list of ToT shall be kept on site/with the person for verification purposes. All replacement of damaged ToT shall be coordinated with the airport operator.

7.2 The airport operator shall cross check the name, signature and stamp on the Tools of Trade Form presented at SCPs against the list of authorised persons and shall also ensure that ToT brought into the SRAs are listed in the Tools of Trade Form carried by the person seeking access. After reconciling the ToT Forms, security staff controlling access at SCPs shall:

- (i) insert his/her name in the Tools of Trade Form;
- (ii) insert time of entry, the SCP; and
- (iii) sign on the copy of Tools of Trade Form retained by the person carrying the ToT.

8.0 Any item carried by persons, other than ToT listed in the Tools of Trade Form, which, based on a risk assessment by security staff undertaking screening duties, is deemed potentially dangerous for the safety and security of persons, shall not be allowed beyond SCPs.

9.0 Removal of Tools of Trade

9.1 When the ToT are removed from the SRAs, security staff at SCPs shall verify ToT against the signed copy of the Tools of Trade Form (which was handed over to security staff at time of entry) to ensure that no ToT is left in the SRA. Accordingly, the airport operator shall ensure that security staff is present at exit points for verification of ToT against the signed copy of the Tools of Trade Form.

9.2 In the event that airport-based staff, contractors, workers or tenants fail to inform security staff at the SCP about the removal of ToT from the SRA, the airport operator shall, within the least possible delay on becoming aware, conduct a thorough search of the SRA to determine whether the ToT is in the SRA or otherwise.

- (i) In instances where the ToT were still in the SRA, the airport operator shall secure the ToT and inform the airport-based organisation who requested the ToT to be used in the SRA. The airport-based organisation shall in turn inform the contractor that he has failed to comply with the provisions of this directive by leaving the ToT behind. The airport operator shall also inform Police to carry out an investigation; and
- (ii) In instances where the ToT were no longer in the SRA, the airport operator shall inform the airport-based organisation who requested ToT to be used in the SRA. The airport-based organisation shall in turn inform the contractor that he has failed to comply with the provisions of this directive by not informing the security staff at SCP about the removal of the ToT. The airport operator shall also inform Police to carry out an investigation.

10.0 Tools of Trade carried for Special Events/Activities

ToT carried for special events/activities shall require approval from the Authority and coordination with the airport operator.

11.0 Security Briefing

Airport-based organisation requesting ToT to be used in the SRA shall provide proper briefing to their staff/contractors/workers/tenants on the rules applicable to the carriage and use of ToT in SRA as described in this directive. Staff/contractors/workers/tenants shall also be informed that non-compliance to the provisions of this directive constitutes an offence under the Civil Aviation Security Regulations.

12.0 Unaccounted Tools of Trade

12.1 ToT which have been brought into the SRA and found missing shall be promptly reported to the airport-based organisation which made the request. The airport-based organisation concerned shall carry out a thorough search of the area where the ToT were used/kept.

12.2 If the missing ToT cannot be found after completion of the search conducted by the airport-based organisation and if:

(i) the ToT were last used in the sterile area and/or other parts of the terminal building, the airport operator shall be immediately informed of the missing ToT. The airport operator shall, in turn, conduct a thorough search of the said area. Should the results of the search be negative, the matter shall be reported to Police by the airport-based organisation, within the least possible delay. The airport operator shall promptly inform and submit a report to the Authority, informing of the missing ToT and actions taken accordingly. The Police shall investigate and inform the Authority and copy to the airport operator, whether the missing ToT has been found or not; or

(ii) the ToT were last used in the SRA other than the terminal building, the airport-based organisation may request the airport operator to conduct a search of the said area. Should the results of the search be negative, the matter shall be reported by the airport-based organisation to the Authority, Police and the airport operator, within the least possible delay. The Police shall investigate and inform the Authority and copy to the airport operator, whether the missing ToT has been found or not.

12.3 Notwithstanding the provisions of section 12.2 of this directive, whenever ToT which was carried into the SRA and has been found missing, the airport-based organisation shall forthwith inform the Authority about the missing ToT and actions taken.

13.0 Non-compliance with the provisions of this directive may entail judicial proceedings.

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



I POKHUN

Director of Civil Aviation

The following is a non-exhaustive list of Tools of Trade.

Sharp items – Tools & items that have an edge or point that is able to cut, pierce, chop etc.

Examples:

- Box cutters
- Knives with blades of more than 6 cm
- Scissors with blades of more than 6 cm
- Stanley knives
- Tools with blades/shaft more than 6 cm such as screwdrivers
- Sharp implements i.e. chisel etc.

Workman's Tools (Large or Small)

Examples:

- Crowbars
- Drills and drill bits, including cordless portable power drills
- Blowtorches
- Bolt guns and nail guns
- Blunt instruments
- Saws, including cordless portable power saws
- Spanners, hammers, engineering, electrical, plumbing, mechanical and building tools etc.

Liquids: Work & Occupation Related. Liquids for cleaning, repair, general servicing and maintenance of the airport or equipment.

Examples:

- Cleaning chemicals
- Grease
- Sealants
- Cutting oxygen
- Fuel (Petroleum Gasoline and Diesel)
- Paints / thinners etc.

| APPLICANT DETAILS | |
|--|-----------------------|
| COMPANY NAME: | |
| APPLICANT NAME: | |
| ASIC NUMBER: | ASIC EXPIRY DATE: |
| SIGNATURE: | |
| AIRPORT ORGANISATION (to be completed and signed by listed signatory) | |
| COMPANY NAME: | |
| NAME OF SIGNATORY: | |
| Tools of trade required in the security restricted area | |
| FROM: DD/MM/YY HOUR/MIN | TO: DD/MM/YY HOUR/MIN |
| Location where the ToT will be used: | |
| DATE: | |
| SIGNATURE: | |
| I hereby request the Tools of Trade listed as attachment to be allowed into the Security Restricted Area. | |
| COMPANY STAMP: | |
| APPLICANT'S DECLARATION- To be signed in the presence of the Authorised Signatory | |
| <p>I confirm that I have been made aware of Airport procedures for Tools of Trade and agree to abide by rules regarding the carriage of Tools into the Security Restricted Area/ Sterile Area either within a vehicle or on my person or as carry-on items. I further confirm that I have a requirement to carry tools as part of my job whilst on duty or working at the Airport. I also undertake to remove all tools of trade from Security Restricted Area/Sterile Area upon completion of works.</p> <p>I also understand that I will be responsible for the tools I am carrying into the Security Restricted Area/Sterile Area and that they will be secured at all times. I will immediately report to the organisation of any tools that are missing or unaccounted.</p> | |
| ACKNOWLEDGEMENT OF BRIEFING | |
| <p>I have read and understood this Tools of Trade induction.</p> <p>I agree to comply with all of the responsibilities relating to carrying Tools of Trade through a security screening point and using them in the Security Restricted Area/Sterile Area and understand the implications of not complying.</p> | |
| SIGNATURE: | DATE: |

| Sn | Description of Tools of Trade | Quantity | | Remarks |
|---|-------------------------------|--|--|---------|
| | | In | Out (Partial/Complete) | |
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| | | | | |
| Signature of signatory: | | | | |
| To be filled by security staff at SCPs | | Date: Time: SCP No: Name: Sig: | Date: Time: SCP No: Name: Sig: | |

(attach additional sheets, as appropriate)