

# **Airport Operations Directives**

**AOD-SE-064**

DATE: 31 January 2017

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## **SUMMARY**

This Airport Security Directive details the procedures governing access to Construction Sites at Sangster International Airport.

## **APPLICABLE**

**MBJ Operations  
MBJ Security  
MBJ Technical  
MBJ Commercial  
Port Security Corp  
JCF SIA  
Construction Company**

## **BACKGROUND**

MBJ Airports Limited from time to time will be facilitating new construction and/or modification to existing buildings within the confines of the airport compound. In order to safeguard against the risks associated with construction activities, access control and movement requirements have been established by MBJ, in keeping with the general requirements of established security controls at the Airport, as provided for in Civil Aviation Act and associated regulations.

## **PROCEDURES**

MBJ will issue passes to be used as construction only RAPs to the employees of the main contractor and subcontractor(s). These passes are in keeping with the features outlined in the Approved Airport Security Program. The passes will provide the holder access to their place of work that is, the construction site only.

### ***Access Control***

All persons and vehicles entering the main gate must be appropriately screened as best as is practicable. No personal vehicles are allowed access to the area. Where the construction site is within the restricted or controlled areas of the airport the screening will be done in keeping with the requirements of that check point where all tools will be declared and checked off against a pre-submitted list.

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## **RESPONSIBILITY**

### ***Port Security Corps***

The PSC officer at the Main gate must inspect and validate each RAP; the officer must also administer a thorough search with all available equipment and applicable procedures before accessing the facility. Second, the main gate shall be kept closed at all times when not in use and the key retained by the officer.

The security officer shall ensure that workers remain in the area of work at all times – this means within the border of the perimeter fence of the construction zone. However, where there are tasks which necessitates working outside the border, the site supervisor shall communicate with the officer to allow such access. Such works for which permission is sought must be closely supervised under the escort of an employee who has been duly security cleared. Further, an account/record must be taken of all tools going outside the facility into the general restricted area.

Other than tools of trade which are to be thoroughly inspected, before access, in keeping with established requirements, no weapons of any kind are allowed on the compound. In addition, the site is a no smoking facility and smoking of any kind shall not be allowed; even unlit cigarettes shall not be allowed on the facility. All items given access shall subscribe to the general laws and all applicable regulations.

Absolutely no one shall be allowed in the area without a MBJ RAP, unless otherwise instructed by the Security & GT Manager or his designate.

### ***Patrolling***

The officer deployed within the borders of the general construction zone is responsible for patrolling the construction zone at irregular times within 30 minutes time band. In addition, this officer shall ensure that there is line of sight and close monitoring of all individuals carrying out tasks outside restricted construction zone.

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## **MBJ Technical**

MBJ Technical shall ensure that MBJ Security is furnished with timely updates or as they become available, especially those that have an impact on the wider security environment and control of access.

## **Project Contractor**

The site supervisor and/or contractor is responsible to provide a valid and updated list of tradesmen/labourers/and others making delivery on a regular basis, including registration numbers of the delivery vehicles. All personnel working on the project must remain within the confines of the site unless work related processes dictate otherwise. Where there is a need to access areas outside the perimeter there must be authorization by the site supervisor or the contractor and at all times keeping the PSC officer informed accordingly.

The site supervisor and/or the contractor shall ensure that all workmen on the site are briefed in aviation security and FOD/SMS procedures, and are duly issued RAPs which shall be worn as prescribed at all times. MBJ Security and MBJ Operations Departments are the sole authority allowed to carry out the briefings as mentioned. In addition to the foregoing all drawings and variations must be submitted to MBJ Technical for final approval – this before the commencement of any project which includes modification to an existing structure.

Any contravention of the provisions set forth herein shall result in the immediate restriction of access privileges, and in circumstances where the general laws of the land are violated; the PSC officers shall invoke their authority under the JCF Act, i.e. offenders are liable for arrest and subsequent prosecution.

## **Related Documents**

MBJ Airports Limited Approved Security Programme  
JCARS Schedule 20