



# **NAMIBIAN CIVIL AVIATION AUTHORITY**

Advisory Pamphlet (AP)

ANSSO-GEN-AP170/02

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## **GUIDANCE ON AIR NAVIGATION SERVICES SECURITY PROGRAMME**

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3. **Effective date:** 13 May 2020



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# GUIDANE ON AIR NAVIGATION SERVICES SECURITY PROGRAMME

## 1. PURPOSE

This Advisory Pamphlet (AP) provides guidance and information on the security programme for air navigation service providers to meet the requirements of the NAM-CAR Part 170.

## 2. BACKGROUND

- (a) NAM-CAR, Part 170 requires an air navigation service provider to have in place a security programme that sets out the procedures for protection of its personnel, facilities and equipment.
- (b) NAM-CAR, Part 171 requires an ATEL service provider to ensure that its security programme is established for each facility to minimise any risk of destruction of, damage to, or interference with the operation of the facility.
- (c) NAM-CAR, Part 172 requires an ATS provider to establish a security programme that specifies the physical security requirements, practices, and procedures to be followed for the purposes of minimising the risk of destruction of, damage to, or interference with the operation of the ATS unit operations.
- (d) Below are the extracts from the regulations to which this Advisory Pamphlet apply.

## 3. EXTRACTS FROM NAMCAR PART 170

### 170.04.12 Security program

- (1) An ANS provider must have, and put into effect, a security program that is acceptable to the Executive Director and that sets out the procedures

designed to protect its personnel, and any facility and equipment that it uses, in providing any of its air navigation services.

#### **4. EXTRACTS FROM NAMCAR PART 171**

##### **171.03.7 ATEL Facility Requirements**

- (1) An ATEL service provider shall ensure that –
- (f) a security programme required under Part 170 is established for each facility to minimise any risk of destruction of, damage to, or interference with the operation of the facility;

#### **5. EXTRACTS FROM NAMCAR PART 172**

##### **172.03.11 Security programme**

- (1) An ATS provider must establish a security programme required under Part 170, in accordance with the standards set out in Document NAM-CATS-ATS.

#### **6. EXTRACTS FROM NAM-CATS-ATS**

##### **172.03.11 Security Programme**

- 1.1 An ATS provider must prepare and maintain an ATS security programme.
- 1.2 An ATS security programme must specify the physical security requirements, practices, and procedures to be followed for the purposes of minimising the risk of destruction of, damage to, or interference with the operation of, any ATS unit operated by the service provider where such destruction, damage, or interference is likely to endanger the safety of aircraft.

# GUIDANCE ON AIR NAVIGATION SERVICES SECURITY PROGRAMME

## 1. INTRODUCTION

- 1.1 As required under the NAM-CAR Part 170, an ANS providers should have in place a security programme that sets out the procedures designed to protect its personnel, and any facility and equipment that it uses, in providing any of its air navigation services. The security programme should aim at minimising the risks of destruction, damage, or interference with the operation of the ANS units and should cover the entire scope of services and facilities provided by the ANS provider.
- 1.2 The security programme established by the ANS provider should be acceptable to the Executive Director. At the request of the Executive Director, the security program must be made available for inspection and review by authorised personnel.
- 1.3 In establishing the security programme, the ANS provider should put in place security measures and assign responsibilities for the implementation of the security programme requirements.
- 1.4 Due to the nature of its sensitivity, the security programme should be managed as a secure document. The ANS provider should have arrangements in place to allow personnel authorised by the Executive Director to carry out inspections of the security programme as and when required.

## 2. SECURITY MEASURES

- a. It is the responsibility of the ANS providers to develop and implement a security programme that ensures civil aviation is safeguarded against acts of unlawful interference and protects personnel and air navigation facilities. Security measures and procedures will ensure effective control

of entry into all areas where air navigation services operations are conducted. Such measures and procedures should cause a minimum of delay and inconvenience to persons who regularly need access to the secured areas.

- b. An ANS security programme should specify the physical security arrangements, practices, and procedures to be followed. This should include procedures for ensuring that:
  - a) entrances to permanent facilities are subject to positive access control at all times;
  - b) unauthorised entry is prevented;
  - c) personnel on duty are protected; and
  - d) facilities or equipment used for the provision of services are safeguarded from damage and/or any form of interference.
- c. The ANS provider should have procedures and/or systems for monitoring the building to ensure that any interference or unauthorised intrusion is detected.
- d. In addition, the ANS provider should ensure that procedures to be followed in the event of a bomb threat or other threat of violence against the ANS units are in place.
- e. Any critical site area of any aeronautical facility should be physically protected by suitable signposts. In addition, where the facilities are located at a site owned by a person other than the ANS provider such as an aerodrome operator or private land owner, written agreements with the site owner or aerodrome operator, as appropriate, should be in place to ensure that site restrictions are not infringed by buildings, fences, vehicles, machinery, etc.
- f. The security arrangements should take into consideration the following:
  - a) ANS operational buildings should be self-contained and have all the facilities required for use by personnel. They should be located in an area surrounded by external security barriers with controlled access gates/points.

weighed against the use of mechanical or electro-mechanical access control devices which may provide an acceptable level of protection.

3.3 Systems based on the use of special keys, coded cards or a combination of both, are now in widespread use and provide an acceptable level of security. These systems can be encoded in such a manner that the individual is permitted access to all areas or is permitted access only to those areas which the individual is authorized to enter. Some coded card systems also provide for joint use, i.e. an identification card. A weakness in this system, which may be considered a major defect in specific circumstances, and which may therefore have to be taken into account before implementation, is that any person in possession of an appropriately coded card may enter the area to which access is controlled if that person knows the sequence of use and related procedures in effect.

3.4 Closed-circuit television monitors and intercom systems provide a sophisticated means of identification prior to access being granted an individual. Such systems tend to be complex and their installation and maintenance costs may prove to be excessive. In addition, ANS staff on duty may be required to monitor and operate the system to the detriment of their regular duties.

#### **4. COMPLIANCE WITH THE AVIATION SECURITY PROGRAMME REQUIREMENTS**

4.1 The air navigation providers should ensure that the security programme in place contains provisions to meet the requirements of the National Civil Aviation Security Programme, the civil aviation security regulations and the national obligations under the Civil Aviation Act.

#### **5. ASSIGNMENT OF RESPONSIBILITY FOR THE SECURITY PROGRAMME**

5.1 The ANS provider should ensure that an individual responsible for overseeing the security program and for the implementation of security measures is identified and such responsibility duly assigned.