

Tel: 256-312-352534/2503  
Fax: 256-414-320964  
Telex: 61508 CAA UG  
AFS: HUENYAYX  
E-mail: ais@caa.co.ug  
Web: https://aim.caa.co.ug



**REPUBLIC OF UGANDA**  
UGANDA CIVIL AVIATION AUTHORITY  
AERONAUTICAL INFORMATION SERVICE  
P.O. BOX 5536  
KAMPALA, UGANDA

**AIC  
Series A**

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**Form No.: CAA/DANS/AIM/OF/24**

**CONTINGENCY MEASURES AND ACTIONS TAKEN BY UCAA AVIATION SECURITY OVERSIGHT TO REDUCE THE SPREAD OF THE NOVEL CORONA VIRUS (COVID -19) BY AIR TRANSPORT AND TO PROTECT THE HEALTH OF AIR TRAVELERS AND THE AVIATION PERSONNEL.**

This AIC A36/20 is promulgated for information, guidance and necessary action.

**1 GENERAL:**

1.1 In the interest of health safety, the following COVID-19 awareness guidelines shall be observed. The safety of 42 million Ugandans and other people living in Uganda depend on us all so it is a concerted effort. As per the guidance and requirement from the World Health Organisation (WHO), Ministry of Health, the presidential directives and the Authority regarding COVID-19, it is advisable that the following measures are undertaken at all times to mitigate the possibility of spreading COVID-19. These include but are not limited to the following:

- avoid touching the Mouth, Eyes and Nose (MEN);
- wash your hands regularly;
- obey social distancing of at least 2 meters;
- mask up in public at all times;
- use sanitizer;
- exercise; and
- eat well.

Section 1.1 regarding physical social distancing of at least two meters and face to face contact is applicable to sections 3.1, 4.1, 5.1, 6.1, 7.1.1 and 9.1 of this AIC.

“Be the COVID-19 Health Champion.”

1.2 This AIC is issued in response to the exceptional circumstances caused by the COVID-19 outbreak and in line with the functions of the Uganda Civil Aviation Authority. Pursuant to section 22 amending section 63 of the Principal Civil Aviation Act, the Director General exempts all Airport Operators, Aircraft Operators and their Ground Handling Agents, Regulated Agents, In-Flight Catering Operators, Air Navigation Service Providers, Aviation security personnel certified by the Authority, from the requirements outlined below as appropriate and subject to any conditions therein.

1.3 Notwithstanding the contingency measures detailed herein, all operators are required to prepare and submit for review and approval, their proposed alternative means of compliance in every aspect where full compliance is not feasible. The alternative means of compliance shall be accompanied by a comprehensive risk assessment and suitable mitigation that do not compromise aviation security yet minimize adverse security risk to civil aviation operations.

**2 REQUIREMENT:**

2.1 This AIC is in accordance with:

- Article 14 of the Chicago convention on Prevention of spread of disease which states that “Each contracting State agrees to take effective measures to prevent the spread by means of air navigation of cholera, typhus (epidemic) smallpox, yellow fever, plague, COVID-19 and such other communicable diseases as the contracting State shall from time to time decide to designate...”

•The ICAO Annex 9 to the Chicago Convention of 1944, Standards 8.19, 4.7 and 8.8

•The Uganda CAA Act, Cap 354 Section 3, 6(E),10 (K), 35 and 48, Part II Regulation 7 and Part VI–Facilitation, of the Civil Aviation (Security) Regulations, 2017 mandating the Authority to make and issue orders, circulars and directives prescribing any aviation security matter.

•Pursuant to Part III(A), Part IV and V (7) of the National Air Transport Facilitation Programme (NATFP) 2017 regarding National Air Transport Facilitation Committee (NATFC), allocation of responsibilities and Public health issues respectively.

### **3 VALIDITY PERIODS FOR CERTIFICATES FOR AVIATION SECURITY SCREENERS AND INSTRUCTORS:**

3.1 The Authority exempts all aviation security personnel certificate holders (Screeners and Instructors) from the normal validity periods for the certificates that expire between 4th May and 31st July, 2020 and extends them for a maximum period of three (3) months subject to further extension or cancellation by the Authority as it deems fit.

3.2 Aviation Security Screeners and Instructors whose certificate validity are extended under 3.1 above shall continue exercising the privileges of the certificates for the extended duration subject to compliance with the following conditions:

3.2.1 Perform or conduct the functions endorsed in the current certificate as appropriate;

3.2.2 Operate under the management of an approved operator or institution where applicable;

3.2.3 The Aviation security personnel shall conduct themselves in compliance with applicable provisions of the Civil Aviation (Security) Regulations 2017, approved Aviation Security Programmes and applicable Codes of Conduct, Standard Operating Procedures and best practices; and

3.2.4 The Authority maintains right of unhindered access to all relevant training, certification and records of an operator to determine continued compliance with Aviation security set Standards and to assess the effective implementation of the measures on COVID-19 by the operator in accordance with the Ministry of Health requirements.

### **4 AVIATION SECURITY TRAINING:**

4.1 Staff training should maximise the use of online training and virtual classrooms. However, all the face to face classroom aviation security training offered by the Training Centres are hereby suspended in accordance with the Presidential Directives until such a time when it is determined safe by the Authority.

### **5 CONDUCT OF SECURITY AUDITS, INSPECTIONS, AND TESTS ON OPERATORS:**

5.1 While temporarily adapting the security measures, the security oversight system will be strengthened by the Authority to ensure that the measures put in place are consistently applied with the objective of protecting aviation against acts of unlawful interference.

5.2 All on-site security audits, inspections, surveys and security system tests on airport operators, aircraft operators and their ground handling agents, in-flight catering operators, air navigation service providers will be subject to the following conditions:-

5.2.1 That the Operators conduct their operations in full compliance with the applicable provisions of the Civil Aviation Authority Act,Cap354, the Civil Aviation (Security) Regulations 2017, the National Civil Aviation Security Programme (NCASP) and their approved Security Programmes;

5.2.2 That the Operators ensure implementation and submit to the Authority, updated Corrective Action Plans (CAPs) for any recommendations not yet addressed resulting from quality control activities (audits, inspections and tests) previously conducted by the Authority on their operations in the recent past. Updated CAPs by the operator shall be submitted to the authority electronically through email to [dat@caa.co.ug](mailto:dat@caa.co.ug) with further support through email and/or telephone conversations. All exchanges shall be conducted electronically, and records shall be maintained by both the Authority and the Operator; and

5.2.3 That the Authority maintains right of access to the Operators' facilities and records to determine continued compliance with the Civil Aviation (Security) Regulations 2017, the National Civil Aviation Security Programme and the approved Operator Security Programmes as appropriate.

5.3 Where breaches to the Civil Aviation (Security) Regulations, the National Civil Aviation Security Programme

(NCASP) and approved Security Programmes occur, enforcement policy and procedures by the Authority shall apply.

## **6 VALIDITY OF OPERATOR SECURITY PROGRAMMES, TRAINING PROGRAMMES, QUALITY CONTROL PROGRAMMES, STANDARD OPERATING PROCEDURES (SOPs) AND CONTINGENCY PLANS**

6.1 The Authority shall, until further notice, accept written security programmes, SOPs from operators only in electronic format. Such programmes must be accompanied by a completed compliance checklist as appropriate. The documentation in 6.0 shall be updated to include measures on COVID-19.

6.2 In compliance with Regulations 13, 14, 15, 16, 17, 50 and 51 of the Civil Aviation (Security) Regulations 2017, and to enable continued validity of the Security Programmes which have expired or are due to expire between 4th May and 31st July, 2020, all the affected operators are urged/advised to submit their Security programmes, Training Programmes, Quality control programmes contingency plans and SOPs for review and approval by the Authority as appropriate. The Security Programmes should be in pdf format and encrypted with a password provided by the operator in a separate email and/or by telephone.

6.3 Review and approval of the operators Security programme shall be conducted within the provisions of Regulations 18 to 21 of the Civil Aviation (Security) Regulations 2017 as appropriate. An approved copy shall be retained by the Authority while another copy shall be encrypted and submitted to the entity's designated officer or Head of organization as appropriate. The approved security programmes shall remain valid for the duration provided in the Civil Aviation (Security) Regulations, 2017 unless otherwise directed by the Authority.

6.4 All the submissions for security programmes and related documents shall be conducted electronically through email: [dat@caa.co.ug](mailto:dat@caa.co.ug).

6.5 The Authority shall, where necessary, electronically provide guidance and relevant extracts of the National Civil Aviation Security Programme and compliance checklists to guide in the amendments to operator security programmes as appropriate.

6.6 All operators should submit to the Authority their security contingency measures pertaining to COVID-19 for acceptance/approval by the Authority. These measures shall take care of guidelines provided in the Presidential Directive, Ministry of Health, the Authority, including but not limited to the usage of face mask, social distancing and sanitization, washing hands while handling aviation security controls such as screening passengers, persons and baggage, cargo, vehicles and items.

## **7 MEETINGS OF THE AIRPORT SECURITY COMMITTEES AND THEIR SUB-COMMITTEES**

7.1 Security services are categorized as essential and critical services for the smooth operation of civil aviation. Airport Security Committees are necessary for coordinating such security services at the airport. In order to minimize and/or reduce the person-to-person contact in line with keeping a social distance requirements, all Airport Security Committee meetings required under Regulation 24 of the Civil Aviation (Security) Regulations, 2017 shall be held under the following conditions:-

7.1.1 That Such meetings shall only focus on urgent agenda items which are critical in improving aviation security and shall be attended by few members depending on issues to be discussed. The use of the Security Sub-Committees are encouraged during the COVID\_19 period as opposed to convening face-to-face Full Committee. However, Full Committee meetings can be convened virtually by teleconferencing.

7.1.2 That the membership and quorum provisions stipulated in regulation 24 of the Civil Aviation (Security) Regulation, 2017 are hereby exempted. To this end, the Chairperson may identify key agencies to invite to the meeting(s) and/or hold the meetings as advised in section 7.1.1 above.

## **8 COMPLIANCE WITH CIVIL AVIATION (SECURITY) REGULATIONS 2017 AND APPROVED SECURITY PROGRAMMES**

8.1 For the duration of the mitigation measures related to the outbreak of COVID-19 all regulated entities thus; Airport Operators, Aircraft Operators and their agents, Air Navigation Service Providers, Regulated (Cargo) Agents, In-Flight Catering Operators, Certified Aviation Security Personnel; and out sourced service providers shall ensure compliance with the Civil Aviation (Security) Regulations 2017, the National Civil Aviation Security Programme (NCASP) and approved Operator Security Programmes, unless a dispensation is issued or alternative means of compliance accepted by the Authority.

8.2 Requirements for mandatory and voluntary reporting of security incidents are not subject to any exemptions and/or

dispensation and shall be made in the manner provided for in the civil Aviation Security Regulations.

**9 PAYMENT OF REGULATORY FEES:**

9.1 The following procedures shall be followed for the payment of fees/charges (where applicable) during the COVID-19 period:

9.1.1 The operator makes application to the Authority through email [dat@caa.co.ug](mailto:dat@caa.co.ug) for a chargeable service, e.g. screener certification (where applicable). Relevant documents related to the application or service should be attached;

9.1.2 An invoice is prepared and signed by the designated person(s) within the Authority's Finance department;

9.1.3 A scanned copy or pdf format of the invoice is sent by e-mail to the applicant's designated accountable officer;

9.1.4 The applicant sends a copy of the e-slip to the Authority through email: [dat@caa.co.ug](mailto:dat@caa.co.ug) for confirmation of payment and for maintaining the record.

For further information and guidance please contact the following:

Eng. Ronny Barongo  
Director Safety, Security and Economic Regulation  
Tel: +256-414-321435  
Email: [dat@caa.co.ug](mailto:dat@caa.co.ug)

Ms. Jane Nakimu  
Manager Aviation Security & Facilitation Policy  
Tel: +256-752-513471  
Email: [dat@caa.co.ug](mailto:dat@caa.co.ug)

By direction of:

**Fred Bamwesigye**  
**Ag. DIRECTOR GENERAL**  
**UGANDA CIVIL AVIATION AUTHORITY**

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