

## General Aviation Screening Procedure

**Purpose** To describe how general aviation passengers and crew shall be screened from December 31st, 2025, taking into consideration equipment requirements for airports with more than 500,000 passengers.

**Scope** This only applies to general aviation operators at Shannon Airport

**Reference:** Chapter 12 NCASP

12.1.9 C *“With effect from 31 December 2025, airports with more than 500 000 passengers per year shall employ security scanners for screening of passengers and EDS equipment for screening of cabin baggage and hold baggage.”*

12.1.11 C *“With effect from 31 December 2025, passengers may not be screened using walk-through metal detection equipment. Walk-through metal detection equipment may be used for alarm resolution process or as an approved contingency measure. With effect from 31 December 2025, cabin baggage shall be screened using Explosive Detection Systems Cabin Baggage that meets at least Standard C3.”*

### Procedure Steps:

GA Passengers:


- No passengers shall be screened at the vehicle checkpoint unless travelling on a demarcated aircraft.
- All other passengers on private aircraft shall be transported by their handling agent to coach park 2.
- They shall escort the passenger with hold baggage to the OOG desk in the Departures. A tag shall be fitted to the bag by the handling agent.
- Screened hold baggage is collected by the handling agent at the OOG collection point in the CPRSA and transported to the aircraft.
- The handling agent shall contact the screening supervisor (5am to 9pm) and the AFO/SO (9pm to 5am) to inform them that they will bring GA Passengers through central search.
- There is no requirement for a boarding card. The handling agent shall email a Manifest/GAR form/GENDEC to the supervisor in advance.  
The passengers shall be verified using their passport.
- GA Passengers shall be escorted by their handling agent and permitted to enter central search using the staff lane. Where possible they shall be prioritised at Charlie 1 and the screening checkpoint.
- GA passengers entering through Charlie 1 shall be prioritised at lane 4 and those that enter from the mezzanine corridor shall be prioritised at lane 1. If for any


reason, it's not possible to open a separate lane then they shall get priority at the active lane.

- Passengers shall be screened by security scanner and cabin baggage shall be screened by EDS C3.
- The GA passenger shall be escorted at all times in the CPSRA and transported to their aircraft by their handling agent.

#### GA Crew:

- GA Crew with hold baggage shall not be screened at the vehicle checkpoint (VCP). Crew without hold baggage may be facilitated.
- The handling agent shall present a Manifest/GAR form/GENDEC to the access control officer at Charlie 1 or the VCP for crew that don't have a CIC or Shannon AIC. In this instance the crew shall be verified using their passport.
- GA Crew shall be screened by security scanner, their cabin baggage shall be screened at any lane in central search, C3 where possible.
- GA Crew hold baggage shall be screened at OOG.
- They shall be escorted at all times in the CPSRA and transported to their aircraft by their handling agent.

0001	0001	Flight: _____ Date: _____ Dest: _____  <b>HOLD BAG</b>	0001
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	TITLE _____ FIRST NAME _____ LAST NAME _____ ADDRESS _____ CITY _____ COUNTRY _____ PHONE _____ EMAIL _____ SIGNATURE _____	 <b>UNIVERSAL</b> Aviation An Evans Aviation Company Welcome to Shannon!	<b>VIP</b>
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**Hold baggage Tags - will also have barcode.**

**Staff are not permitted to take photographs or request photographs of high-profile celebrities.**