



INTERNATIONAL CIVIL AVIATION ORGANIZATION (ICAO)  
ORGANIZACIÓN DE AVIACIÓN CIVIL INTERNACIONAL (OACI)

COMISIÓN LATINOAMERICANA DE AVIACIÓN CIVIL (CLAC)  
LATIN AMERICAN CIVIL AVIATION COMMISSION (LACAC)



SECOND MEETING OF THE AVIATION SECURITY AND FACILITATION REGIONAL GROUP  
(AVSEC/FAL/RG/2)

Antigua and Barbuda, 16 to 18 May 2012

AVSEC/FAL/RG/2 ó WP/14  
10/05/12

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**Agenda Item 7: Training, Cooperation and Assistance**

- 7.1 Report on Personnel Qualifications, Training & Human Factors Projects
- 7.1.1 Certification

**CERTIFICATION**

(Presented by Personnel Qualifications, Training & Human Factors Projects ó Coordinated by Jamaica)

**SUMMARY**

Despite the certification standard for screeners, several States still find it a challenge to implement the ICAO Standard. This Working Group, has proposed to provide additional assistance by providing guidance material on what states should request or provide to entities requiring certification. The process is recommended to take place after the State has participated in the National Screener Certification Workshop. It is to note that in many States in the region the screening is either done by a government entity (military, customs, police) or contracted security and in some cases do not come under direct control or authority of the Appropriate Authority responsible for implementing the Annex 17 SARPs.

**References:**

- Final Report of the AVSEC/FAL/RG/1 Meeting (Asuncion, Paraguay, 25 to 27 May 2011)

***Strategic Objectives***

*This working paper is related to ICAO Strategic Objective B.*

**1. Introduction**

1.1 In keeping with Annex 17 States must ensure that persons conducting aviation security screening are certified. Despite this standard, within the region several States have not been able to implement the certification process. In order to assist States in meeting this standard, ICAO has offered the National Screener Certification Programme Workshop which allows States to develop a policy document that outlines what is required. However, despite this several States still lag behind in implementing the Certification Programme for various reasons. Having completed the NSCP Workshop, this working group would now like to give States further guidance where necessary in order to take the process to the next step.

**2. Discussion**

2.1 Having reviewed the successes in the region, the Working Group would like to divide the categories into two groups. Group 1. The Screening is conducted by Government Agency (Military, Customs, Airport Police). Group 2, the Screening is conducted by private Contracted Personnel. This WP aims to target the second group first, as in most States the Government Agency providing the Screening may not come under direct authority of the Appropriate Authority for Aviation Security

**3. Suggested Action**

3.1 The Programme recommends that States wishing to certify private contracted security companies utilize the attached **Appendix** as a guide.

3.2 Subject Matter Experts within the Regional Group be utilized to help States on a short term basis through workshops or technical assistance to help address the need specific to that State or group of States.

**APPENDIX / APÉNDICE**

*Available only in English / Disponible únicamente en inglés*

**NATIONAL SCREENERS CERTIFICATE  
IMPLEMENTATION PROCESS**

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## NATIONAL SCREENER CERTIFICATION PROGRAMME (NSCP)

ICAO defines Certification as a formal evaluation and confirmation by or on behalf of the appropriate authority for aviation security that a person possesses the necessary competencies to perform assigned functions to an acceptable level as defined by the appropriate authority.

The **Appropriate Authority** has embarked on a programme of certification of screener officers operating in an aviation capacity. The screeners are primarily employed to security companies, both private and government owned that are contracted to conduct screening of passengers, carry-on baggage, hold luggage, staff accessing restricted areas and vehicles accessing restricted areas.

The inclusion of regulations to implement the NSCP for States is paramount. The **State** has the **Civil Aviation Regulations** has provisions in law for the certification of screening officers. This is further expanded in the National Civil Aviation Security Programme (NCASP)

The certification of screeners can be achieved through two primary methods: 1) certification of individual screeners, or 2) certification of the companies that perform the screening function. **The State's** decision was taken to certify the companies that employ screeners which would require the approval of company operations manuals, training manuals, training personnel, and quality control programme.

The implementation of the NSCP in **the State** had to take into consideration the existing security companies in operations and their staff. The security companies would not have been met the requirements of the NSCP therefore a system of bringing the companies up-to-date had to be employed. The security companies were written to and given 18 months to comply with the requirements of the NSCP. To achieve compliance the JCAA conducted workshops to introduce the NSCP and its requirements, the workshops were run over 3-4 day periods. Security companies and other entities with screeners were required to complete the following:

- Security Operations Manuals,
- Security Screeners Training Manuals

The companies would have to bring the security screeners in line with the requirements of the NSCP and those screeners that did not meet the requirements were given remedial assistance to meet compliance.

Upon the completion of the certification process the **Civil Aviation Authority** would inspect the companies who have submitted successful screener's certification programs and test the level of compliance with the regulations. Once it is verified that the companies are fully compliant with the regulations a letter of certification is issued to the companies as a Certified Screening organization and this certificate stays in effect for two years after which recurrent training is required in furtherance of recertification.

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**RECORD OF AMENDMENTS**

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AT YOUR AIRPORT**

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**MODULE 4 SEARCHING PEOPLE**

**MODULE 5 SEARCHING PASSENGER AND STAFF BAGGAGE**

**MODULE 6 VEHICLE CHECKING**

**MODULE 7 RECOGNITION OF FIREARMS, EXPLOSIVES, INCENDIARY  
DEVICES AND DANGEROUS GOODS**

**MODULE 8a USING CONVENTIONAL X-RAY EQUIPMENT**

**MODULE 8b USING EXPLOSIVES DETECTION SYSTEMS (EDS)**

**MODULE 8c USING THREAT IMAGE PROJECTION (TIP)**

**MODULE 8d USING EXPLOSIVE TRACE DETECTION EQUIPMENT  
IN CABIN BAGGAGE SCREENING**

**MODULE 9 USING WALK THROUGH METAL DETECTORS AND HAND HELD  
METAL DETECTORS**

**MODULE 10 SEARCHING – CHECKING AIRCRAFT**

**MODULE 11 CONTROLLING ACCESS TO AIRCRAFT**

**MODULE 12 ASSESSMENT OF TRAINING**

**APPENDIX 2 – SCREENERS CERTIFICATION APPLICATION FORM**

**APPLICATION FOR AVIATION SECURITY SCREENER CERTIFICATION**

1. The Form once completed should be returned to the Authority
  2. Failure to complete this form may result in a delay in processing the application
  3. The issuing of this form does not in itself constitute an authorization to perform aviation security screening functions.
  4. Throughout this form, the term “operator” refers specifically to that entity so identified in question 1.1.
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**1. GENERAL INFORMATION**

1.1 Full Legal Name of the Operator/Security Institution:

1.2 Name of the person with overall responsibility for Aviation Security Services ( Security Coordinator):

1.3 Address of the Operator/Security Institution:

1.4 Type of Training offered:

Item	Category of Security Screening Specialized Personnel	Training Manual submitted: (check box)	Type of Training (check box)
1.	Passenger and Carry-on Baggage Screening	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> I <input type="checkbox"/> R <input type="checkbox"/> IR
2.	Hold Baggage Screening	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> I <input type="checkbox"/> R <input type="checkbox"/> IR
3.	Access Control (Staff and Vehicle Screening)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> I <input type="checkbox"/> R <input type="checkbox"/> IR
4.	Cargo Screening	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> I <input type="checkbox"/> R <input type="checkbox"/> IR

* Type of Training:	Initial (I)	Recurrent (R)	Initial & Recurrent (IR)

**2. TRAINING MANUAL**

The company shall submit the complete screener training programme and at a minimum shall include:

- 2.1 Procedures to perform screening functions, including operating equipment;
- 2.2 Screener testing standards;
- 2.3 Test administration requirements;

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- 2.4 Threat Image Projection (TIP) standards and operating requirements or an equivalent system for testing screener recognition capability;
- 2.5 Data collection methods; and
- 2.6 Performance standards

The Screener Certification Programme will reflect a generic standard for the training material presented however any training variations that a third party requires must be reviewed and approved by the Authority.

A complete copy of the course syllabus and instructor lesson plans must be submitted. Instructor qualifications must be submitted with valid Dangerous Goods Certification for the instructor(s).

Items Completed by (Print Name):	Signature:
Title:	Date:
Telephone Number (s):	Fax: E-Mail:

**APPENDIX 3 - INITIAL TRAINING FOR SCREENERS MODULES**

- A. THREATS TO CIVIL AVIATION**
- B. OVERVIEW WITH REGARDS TO SCREENING, TO INCLUDE ALL RELEVANT DOCUMENTS**
- C. FAMILIARIZATION WITH THE ORGANIZATION OF THE SCREENING FACILITY**
- D. RECOGNITION OF FIREARMS, COMPONENTS OF EXPLOSIVE/INCENDIARY DEVICES AND DANGEROUS GOODS**
- E. PROCEDURES REGARDING SPECIAL CATEGORY OF PASSENGERS, TO INCLUDE PROCEDURES REGARDING PASSENGERS WITH REDUCED MOBILITY**
- F. SITUATIONS REQUIRING SPECIAL SCREENING CONSIDERATIONS**
- G. APPLICABLE HEALTH AND SAFETY OBLIGATIONS**
- H. ACCESS CONTROL AT THE SECURITY SCREENING CHECKPOINT**
- I. RESPONSE PROCEDURES FOR SUSPICIOUS ITEMS/BAGS**
- J. STATE LAWS AND LEGISLATION**
- K. CUSTOMER SERVICE**
- L. TARGETING AND PROFILING**
- M. FIRST RESPONDERS (FIRST AID)**
- N. PHYSICAL SEARCH TECHNIQUE**
- O. ANY OTHER TOPIC DEEMED NECESSARY**