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(NACC/DCA/11)**

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**Agenda Item 5: NAM/CAR Regional Aviation Security/Facilitation Implementation**

**AVSEC PERSONNEL CERTIFICATION SYSTEM**

(Presented by Dominican Republic)

**EXECUTIVE SUMMARY**

This Informative Note deals with the rules and procedures that are carried out in the Dominican State for the Certification Process for AVSEC Personnel that works in the different International Airports of the Country.

This Informative Note seeks to inform the different States how the Certification Process of AVSEC personnel is carried out in the Dominican Republic, including the compliance standards, their requirements, evaluations carried out and what document is issued, to validate that the person has satisfactorily approved said process.

The Certification License is a document issued by the Dominican State, which certifies that a person has satisfactorily completed the certification or recertification and possesses all the necessary competencies to perform the functions assigned by the competent security authority.

<i>Strategic Objective:</i>	<ul style="list-style-type: none"><li>• Strategic Objective 3 – Security &amp; Facilitation</li></ul>
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<i>References:</i>	<ul style="list-style-type: none"><li>• Annex 17 (Security).</li><li>• Global Plan for Aviation Security (GASeP)</li></ul>
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**1. Introduction**

1.1 Certification is the formal evaluation and confirmation granted by the competent authority in aviation security, or on behalf of said authority, that a person has the necessary competencies to perform the functions assigned to them with the level that the competent authority deems acceptable. This evaluation is necessary to validate that the AVSEC personnel who carry out security functions are fit to perform them.

1.2 The certification process seeks confirmation of the skills and conditions of the people who will carry out the security functions in the different International Airports. This process must be renewed regularly with the intention of maintaining the required quality standards.

1.3 Currently, the International Civil Aviation Organization (ICAO) only contemplates the certification of AVSEC personnel who perform inspection and instruction functions, without contemplating other activities, such as: quality control, management and supervision.

1.4 The Dominican Republic, analyzing the security measures implemented by the AVSEC personnel in the different airports, apart from the certification of the personnel that carry out inspection and instruction functions, has extended said certification to other categories, such as: supervision, management, control of quality and canine handlers in explosive detection.

1.5 To carry out the initial certification process and recertification every twenty-four (24) months of AVSEC personnel, there are prerequisites for the process, application of evaluations to verify their knowledge and skills, in addition to the delivery of the Certification License that enables them to perform functions security at airports.

## **2. Standards relating to avsec personnel certification system**

2.1 Standard 3.4.3 of Annex 17 to the Convention on International Civil Aviation, "Safety", Twelfth Edition, July 2022, establishes: "Each Contracting State shall ensure the creation and implementation of a certification system that ensures that instructors are qualified in the disciplines of the case in accordance with the national civil aviation security program".

2.2 Standard 3.4.4 of Annex 17 to the Convention on International Civil Aviation, "Security", Twelfth Edition, July 2022, establishes: "Each Contracting State shall ensure that the persons who carry out the inspection operations have been certified by in accordance with the requirements of the national civil aviation security program in order to ensure uniform and reliable compliance with the standards of performance".

## **3. General information about the AVSEC personnel certification system**

3.1 AVSEC personnel will be tested at the end of their basic training (initial certification), and subsequently, every twenty-four (24) months (recertification), in any of their categories.

3.2 The approval of the initial certification is a prerequisite for employment in any of the categories established in the Dominican State, with which AVSEC personnel will be enabled to perform security functions, through a Civil Aviation Security Certification License. .

## **4. Security personnel.**

4.1 Those people responsible for the implementation of the following security measures:

- 1) Access control,
- 2) Surveillance and patrolling,
- 3) Aircraft safety,
- 4) Custody and escort of cargo and hold baggage
- 5) Passenger escort,
- 6) Flight safety (cabin and flight crew),

- 7) Inspection of people, hand luggage or their belongings,
- 8) Inspection of hold baggage, cargo and mail,
- 9) Vehicle inspection,
- 10) Procedures related to supplies for on-board service and supplies for aircraft operators and airports,
- 11) Civil Aviation Safety Instruction,
- 12) Security monitoring
- 13) AVSEC quality control activities, and
- 14) Civil aviation security management.

4.2 These security functions are carried out by AVSEC personnel who hold the different categories established in the Dominican State: such as: inspection, supervision, instruction, management, quality control and canine handlers in explosive detection.

**5. Categories for the certification of security personnel.**

- 1) First Category AVSEC Inspector,
- 2) AVSEC Supervisor,
- 3) AVSEC Instructor,
- 4) National AVSEC Inspector, and
- 5) AVSEC Manager.
- 6) Canine Handler (K-9) in explosives detection,

**6. Security courses that apply for avsec categories**

6.1 To be able to opt for certification in any of the AVSEC categories, security personnel must take the courses detailed below:

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|--|--------------------------|
| 1) Basic Instruction for Airport Security Personnel  | AVSEC Inspectors         |
| 2) Instruction for Airport Security Supervisors      | AVSEC Supervisor         |
| 3) Aviation Security Instructors                     | AVSEC Instructor         |
| 4) National Inspectors                               | AVSEC National Inspector |
| 5) Instruction in Aviation Security Management       | AVSEC Manager            |
| 6) Canine Handlers (K-9) Explosives Detection Course | Canine Handlers (K-9)    |

**7. Requirements for the AVSEC certification process.**

7.1 All personnel who will perform security functions must meet the following requirements to opt for the certification or recertification process:

1. Written request issued by the interested party or client,
2. Copy of identity card or passport if you are a foreigner,
3. Copy of the identification and access card of the airport where it provides service, (only applies to the re-certification process),
4. Official report of qualifications of the received instruction (certification process),
5. Periodic training report (re-certification process),

6. Medical evaluation (ophthalmology and audiometry) and Medical Analysis (Hemogram, Glycemia, Urea, Creatinine, Urine, VDRL, HBSAG and HVC), by a competent doctor in the different areas. These evaluations will be valid for ninety (90) days, after their completion,
7. Doping test, and
8. Background Check,

## **8. Main elements of AVSEC certification.**

8.1 For a person to be certified in any of the AVSEC categories, they must undergo the following evaluations:

1. Theoretical exam,
2. Practical evaluation,
3. Psychological evaluation, and
4. X-ray image interpretation exam, by CBC computer, (only applies to first category AVSEC Inspector and AVSEC Supervisor personnel).

8.2 For the practical evaluation during the certification, the personnel will be under the supervision of an experienced and competent person, with the purpose of evaluating the knowledge and skills.

8.3 When the personnel in any of its categories, does not pass the theoretical exam, practical evaluation or interpretation of x-ray images, in the certification or recertification process, they may take the recapitulatory exam in a period of not less than twenty-four (24) hours, nor more than twenty (20) business days.

8.4 When civil aviation security personnel in any of its categories do not pass the psychological evaluation, in the certification or recertification process, they will not be able to perform security functions, until they are re-evaluated in a period of not less than twenty-four (24) hours, nor more than twenty (20) business days. In case of failing said evaluation for the second time, you will be re-evaluated by a behavior specialist (psychiatrist), who will determine whether or not the person will be able to carry out civil aviation security functions and their correct follow-up.

8.5 In the event that it is confirmed that a person has a labor or legal record that compromises the safety of civil aviation, the person will not be certified or recertified.

8.6 In the event that a person is confirmed to have positive results for controlled substances in the doping test or refuses to submit to said evaluation, the person will not be certified or recertified.

8.7 In the event that the personnel present a medical deficiency that makes it impossible to carry out security functions, they will be declared unfit until their condition is regularized.

**9. Aim**

9.1 Awareness of the AVSEC Personnel Certification System carried out in the Dominican State, its regulatory compliance, requirements, applied evaluations and complete procedure to determine that a person has the necessary skills to perform security functions at the country's airports.

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