



TECHNICAL GUIDANCE MATERIAL

for Approval as an Aviation Security Screening Organisation & Certification of Screeners

Subject: TECHNICAL GUIDANCE MATERIAL FOR APPROVAL AS AN AVIATION SECURITY SCREENING ORGANISATION AND CERTIFICATION OF SCREENERs

Date: 4 June 2020

APPLICABILITY:

This Technical Guidance Material (TGM) applies to existing and new Aviation Security Screening Organizations (ASSO) and Aviation Security Screeners (ASS) to guide and assist in the process for approval and/or renewal as well as certification.

PURPOSE

The purpose of this TGM is to guide and assist new or current ASSO's or ASS in meeting the requirements for approval/certification and recertification process and requirements to maintain compliance in terms of SA-CARS-110 and SA-CATS-110.

REQUIREMENTS.

ASSO are responsible for deploying ASS which are utilized for screening various areas of operation related to aviation operations. This guidance material will detail how best to ensure best practice in a manner that achieves the desired outcome.

1. REFERENCES:

- i. ICAO Annex 17
- ii. Civil Aviation Regulations
- iii. Part 110
- iv. National Civil Aviation Security Programme

2. TERMS AND ABBREVIATIONS:

2.1 Terms

TERM	DEFINITION
Screening	The application of technical or other means which are intended to identify and/or detect weapons, explosives or other dangerous devices, articles or substances which may be used to commit an act of unlawful interference. <i>Note: certain dangerous articles or substances are classified as dangerous goods by Annex 18 – The Safe Transport of Dangerous Goods by Air and the associated Document 9284, and must be transported in accordance with those instructions</i>
Certification	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.

2.2 Definitions

ABBREVIATION	DESCRIPTION
ASS	Aviation Security Screener
ASSO	Aviation Security Screening Organisation
AVSEC	Aviation Security
CAR	Civil Aviation Regulations
CATS	Civil Aviation Technical Standards
DCA	Director Civil Aviation
M: PC	Manager Personnel Certification
MOP	Manual of Procedures
SM: T & C	Senior Manager: Training and Personnel Certification

3. APPROVAL OF AVIATION SECURITY SCREENING ORGANISATIONS

3.1 Applicability

This part applies to all screening conducted at South African aerodromes with scheduled operations, regulated agents' facilities; air traffic control facilities; and catering facilities serving civil aviation.

3.2 Criteria for Approval

The South African Civil Aviation Authority (SACAA) sets the criteria that each applicant must comply with if such applicant requires approval. SACAA has to approve any screening organization that meets the prescribed criteria. SACAA will expect

TGM for ASSO/ASS Approvals	Effective Date: 04 June 2020	Page 2 of 8
----------------------------	------------------------------	-------------

every applicant to measure itself against the prescribed criteria prior to submission of an application so as to ensure that compliance with these criteria is met.

- a. All Screening Organisations must meet all the criteria to be awarded Full Approval by SACAA. Full Approval is valid for 12 months (1 year).
- b. Screening Organisations that do not meet the full criteria will be awarded Conditional Approval. Conditional Approval is valid for 12 months (1 year). This approval is on condition that should the screening Organisation meet the full criteria SACAA will be informed and a review inspection will be conducted to lift the Conditional Approval to Full approval. No Screening Organisation may operate with a Conditional Approval.
- c. The applicant must be registered in terms of all applicable legislation. (Registrar of Companies, UIF, Registered as an employer with the Receiver of Revenue, VAT – Receiver of Revenue, Workman's compensation, etc).
- d. The applicant will develop and maintain a Manual of Procedures that is updated and kept current on an annual basis in accordance with their approval dates. The contents required for the Manual of Procedures will be found in Section 2 of this TGM.
- e. The applicant will:

3.3 Have a quality control system which included but is not limited to (Requirements listed in Section 2 of this TGM) –

- a. Quality Management Policies which define that which the screening organisation wishes to achieve;
- b. Quality Management Procedures which will enable the screening organisation to practice its defined quality management policies; or
- c. Review Mechanisms which ensure that the quality management policies and procedures defined are applied and remain effective.

4. MANUAL OF PROCEDURES

4.1 Each Screening Organisation shall ensure that it develops an operation manual and that such a manual is divided into nine chapters, under the following headings: (see Annexure A)

- a. **Chapter 1:** Compliance undertaking
- b. **Chapter 2:** Organisational Structure
- c. **Chapter 3:** Operational Procedures and Resource Utilisation
- d. **Chapter 4:** Record Keeping
- e. **Chapter 5:** Training
- f. **Chapter 6:** Recruitment of Staff
- g. **Chapter 7:** Amendments to manual
- h. **Chapter 8:** Certification of Screeners
- i. **Chapter 9:** Quality Assurance

4.2 Compliance Statement signed by the accountable manager on behalf of the applicant's organisation. A confirmation that the manual of procedures and any included manuals define the organisation and demonstrate its means and methods for ensuring on-going compliance with Part 110.

- 4.3 Amendment page and list of effective pages
- a.summary of amendments made to the Manual of Procedures;
 - b.summary of pages effected by amendments; and
 - c.procedures to control, amend and distribute the manual of procedures.
- 4.4 List of Key Management Personnel and their Positions
- 4.5 The titles and names of the personnel required by CAR 110.
- 4.6 The duties and responsibilities of the personnel specified in CAR 110 including matters for which the personnel has the responsibility to liaise with the DCA on behalf of the organisation.
- 4.7 An organisational chart, showing the lines of responsibility of the personnel specified in CAR 110 and extending to each operational site. The full names, ID numbers, qualifications, previous work experience, training as well as the selection process and the security screening undertaken in the appointment of the designated official responsible for the implementation, application and supervision of the operations manual.
- 4.8 The duties and responsibilities of the personnel responsible for quality assurance
- 4.9 The physical address (es) of the base(s) of operation.
- 4.10 Operational Procedures and Resource utilisation shall contain the following:
- a. Details of the operational procedures to be implemented by the screening organisation in conducting its operations
 - b. These procedures must also illustrate how screening operations are to be supervised and monitored.
 - c. Procedures must specify the type of screening and methods to be utilised.
 - d. Details on the manner and frequency of monitoring must be included
 - e. The manner in which breaches to security shall be reported immediately and in writing within 48 hours of the incident must be included
 - f. The person responsible for furnishing such reports to the Director of Civil Aviation (DCA). must be mentioned.
 - g. A summary of the resources available to implement the requirements of the operations manual in both normal and heightened security conditions
 - h. Detailed information on screening and searching procedures must be supplied
- 4.11 Details on how records shall be maintained, safeguarded and stored
- 4.12 Details on how personnel records are to be maintained
- 4.13 Details of the frequency, type and levels of training to be offered
- 4.14 Process for ensuring that all staff maintains their currency
- 4.15 Details of the procedures to be followed in the recruitment of staff including background checks
- 4.16 Details of how the DCA shall be informed when one of their employees holding an approval by the director leaves the organisation.
- 4.17 Details of how the DCA shall be advised when one of their employees' certification shall be revoked.

- 4.18 Details of the procedures to control, amend and distribute amendments to the operations manual
- 4.19 Details of the person responsible for making such amendments as well as the procedure for obtaining approval from the DCA for such amendments.
- 4.20 Details of procedures to be followed in the certification of the organisation's screeners

5. STEPS IN THE APPROVAL PROCESS

5.1 The approval process comprises six major phases that follow in sequence and that form a process cycle. The phases in the process cycle are progressive and each phase needs to be completed for the next to be successfully achieved.

5.2 The phases are briefly outlined below:

5.2.1 The application phase:

This phase involves ensuring that you fit within the SACAA scope as a Screening Organisation and that the primary focus has met the legislative requirements.

5.2.2 The self-evaluation phase:

The self-evaluation phase requires you to conduct wide-ranging and thoughtful self-evaluation against CAA criteria using information collected from a variety of sources. The objective of the self-evaluation is to identify areas for further improvement and to determine whether the Screening Organisation is ready to move into the verification phase.

5.2.3 The verification phase:

This phase involves external verification on your status as a screening organisation in relation to the different core criteria, i.e. Organisational Structure, Recruitment of staff, Training, Certification of screeners etc.

5.2.4 The approval phase:

During this phase the SACAA – Certification department will approve you as a Screening Organisation if you meet the criteria.

5.2.5 The approval monitoring phase:

The phase involves ensuring that you continue to observe the criteria for approval. Monitoring includes the quality assurance of the type and method of screening whereby CAA Certification department checks that all screening operations are conducted as per the MOP submitted.

5.2.6 The review phase:

Before the expiry of approval, screening organisations are required to seek a review of their approval status.

- a. Applicants must obtain an application form from the offices of SACAA or download it from CAA website.
- b. Regulations may be made available to applicants upon request. Applicants may request access to the Technical Standards (SACATS 110) which are a restricted document obtainable on the SACAA website. A

Username and Password will be issued to an applicant after being screened by SACAA personnel. Screening is conducted by asking the applicant a few questions in order to determine whether they fall within the AVSEC scope.

- c. Documentation proving the institutions compliance with the criteria must be submitted with the application.
- d. The Certification department within SACAA will evaluate the application and make a recommendation once all the requirements are met and all information is checked and confirmed.
- e. The Certification Manager will acknowledge the receipt of such submission to the applicant.
- f. The Manager will arrange for an audit of the applicant.
- g. The SACAA inspectors will conduct in-depth audits of the Screening Organisation to verify all the information supplied and to check compliance and conformance with the CARS 110 and Technical Standards
- h. Once the applicants meet all the set criteria, an approval letter and Certificate signed by the delegated Commissioner will be issued to the applicant.
- i. The Certification section within AVSEC Department will notify the applicant in writing of the outcome of the CAA decision.
- j. If the application is successful, approval documentation will be issued to the applicant.
- k. Applications for renewal must be submitted to the offices of SACAA 60 days prior to expiry – AVSEC Department, Training and Certification. New approval documentation will be issued accordingly.

5.3 A screening organisation shall at all times operate in accordance with the approved operations manual or an approved amendment thereto.

6. CERTIFICATION OF AVIATION SECURITY SCREENER

6.1 Applicability

This part applies to all screening conducted at South African aerodromes with scheduled operations, regulated agents' facilities; air traffic control facilities; and catering facilities serving civil aviation.

6.2 Criteria for Certification

The South African Civil Aviation Authority (SACAA) sets the criteria that each applicant must comply with if such applicant requires to be a certified screener. No person shall act as a screener at a South African aerodrome with scheduled operations, air carrier or regulated agent unless such person is the holder of a valid screener certificate issued in terms of this part and is in the employ of an approved screening organization.

6.2.1 An applicant for the issuing of a screener certificate shall—

- a. be not less than 18 years of age;
- b. hold a valid medical certificate issued as prescribed in Document SA-CATS 110;
- c. have successfully completed the training referred to in regulation 110.02.2;
- d. have successfully completed a period of on the job training as prescribed in Document SA-CATS 110;
- e. have received satisfactory background check results;
- f. be a South African citizen; and
- g. have passed Grade 12 or NQF level 4 or equivalent: Provided that a person who has been conducting screening duties before 1 January 2009 and who does not possess the qualifications prescribed in this paragraph, shall produce proof of training attended before the coming into operation of this Part.

- 6.3 The initial certification assessment shall comprise both a theoretical knowledge examination and a practical assessment.
- 6.4 A recertification assessment shall comprise theoretical knowledge examination, however practical assessment may be conducted
- 6.5 minimum mark of 80% is required for successful completion of this requirement. An applicant who obtains a mark of between 75% and 79% will be allowed to retake the test only once, without having to attend training.
- 6.6 Application for screener certification
- 6.6.1 An application for the issuing of a screener certificate shall be made to the DCA in the prescribed form; and accompanied by-
- a. a certified copy of the identity document of the applicant;
 - b. a valid medical certificate issued as prescribed in Part 109;
 - c. original or certified proof that the applicant has passed the theoretical knowledge examination
 - d. copies of the practical training reports, such as the x-ray or CBT results in case of x-ray training;
 - e. proof of completion of on the job training as prescribed
 - f. appropriate fee as prescribed in part 187;
 - g. two recent passport size photographs of the applicant; and
 - h. a certified copy of a grade 12, NQF level 4 certificate or equivalent.
- 6.6.2 A certificate shall be issued for one or more of the following categories for which a screener has successfully completed training and has been tested on during the certification process—
- a. passengers and baggage; and
 - b. cargo, mail and company materials.
- 6.6.3 Screeners shall also be certified to screen using one or more of the following screening methods, depending on the results of training and certification testing—
- c. X-ray;
- a. hand search;
 - b. explosive dog detection;
 - c. explosive trace detection; and
 - d. any other method, as may be approved by the DCA).
- 6.6.4 A screener certificate is valid for 12 months from the date of issuance, provided that the holder thereof complies with the requirements of a screener as prescribed in these regulations.

7. TERMS AND CONDITIONS FOR REVOCATION/SUSPENSION OF CERTIFICATION

- 7.1 As mandated by the (Appropriate Authority), the following shall serve as the basis for the revocation or suspension of a screener's certification:
- a. Inability to meet the certification requirements
 - b. Disability based on medical grounds
 - c. Contravention of Civil Aviation Legislation
 - d. Criminal Conviction I r o Schedule 1 Offence

e. Criminal negligence of duty.




7.2 Whenever certification is revoked due to conditions cited above, recertification shall not be allowed.

8. CONCLUSION

The SACAA is committed to assisting all new and current ASSOs during the process of applying, renewing or updating the ASSO status, as well as ASS during initial certification or recertification.

Any queries or requests for further guidance as a result of this communications should be sent to:

- a. Ms Marche Arnold - M: PC on email Arnoldm@caa.co.za
- b. Mrs Makhosazana Nkabiti - SM: TC on email Nkabitim@caa.co.za

DEVELOPED BY:		
	MARCHE ARNOLD	04 JUNE 2020
SIGNATURE OF M: PC	NAME IN BLOCKLETTERS	DATE
REVIEWED & VALIDATED BY:		
	MAKHOSAZANA NKABITI	04 JUNE 2020
SIGNATURE OF SM: TC	NAME IN BLOCKLETTERS	DATE
APPROVED BY:		
	LUVUYO GOEKE	04 JUNE 2020
SIGNATURE OF E: AVSEC	NAME IN BLOCKLETTERS	DATE