



# **TECHNICAL GUIDANCE MATERIAL**

## **For K9 On Job Training**

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**SUBJECT:** AVIATION SECURITY CANINE SCREENER ON THE JOB TRAINING

**EFFECTIVE DATE:** 26 MARCH 2020

### **1.APPLICABILITY**

This technical guidance material applies to Aviation Security Screening Organisations and Aviation EDD Teams (Screeners).

### **2.PURPOSE**

This guidance material serves to provide the minimum criteria for the implementation of On the Job Training prior to certification of EDD teams as required by CAR Part 110.

### **3.REQUIREMENTS**

CAR 110 requires that screeners undergo a period of on the job training. To ensure that this is done to an acceptable standard, we outline below the minimum guidelines to be adhered to in order for this to be achieved.

#### **1. REFERENCE:**

The issuance of this guidance material is necessitated by the following Regulations and Technical Standards:

- I. ICAO Annex 17
- II. Civil Aviation Regulations Part 110 and NASP

#### 4.TERMS AND ABBREVIATIONS:

TERM	DEFINITION
ASSO	APPROVED SECURITY SCREENER ORGANISATION
AVSEC	AVIATION SECURITY
CAA	CIVIL AVIATION AUTHORITY
CAR	CIVIL AVIATION REGULATIONS
EDD	EXPLOSIVES DETECTION DOG
EDDT	EXPLOSIVES DETECTION DOG TEAM
NASP	NATIONAL AVIATION SECURITY
OJT	ON THE JOB TRAINING
SACAA	SOUTH AFRICAN CIVIL AVIATION AUTHORITY

#### 5.GENERAL

##### INTRODUCTION

On Job training is a systematic approach to bridge training and operational work. OJT assists with a smooth transfer of what is learned theoretically and practically, and to transfer the acquired knowledge for effective performance on the job. It includes learning the necessary organizational structure, accountabilities, policies and processes.

OJT shall be applicable to initial EDD teams only.

##### SCREENER ORGANIZATION SHALL DESIGNATE ON JOB TRAINING PERSONNEL (MENTOR)

Designated OJT mentor shall be responsible for conducting the following duties:

- Develop, review and implement OJT programme
- Conduct on the job training and remedial training
- Conduct continuous Improvement training
- Conduct pre-certification assessments
- Sign off on the job training
- Update screeners on revised standard operating procedure and processes
- It is the responsibility of the OJT Mentor to ensure that the candidate is competent after completing on the job training before applying for certification

## **THE DESIGNATED OJT MENTOR**

Should possess:

- Two-year operational experience
- Level Two Training
- Knowledge of principles of assessment
- Train-The-Trainer qualification
- Clean disciplinary record

## **TRAINING DURATION**

Minimum required

- At least 40 hours lease time

## **DOCUMENTATION**

OJT document should reflect the following

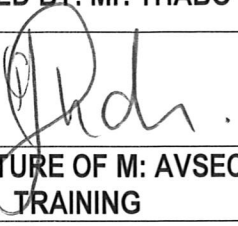


- Date and Time
- Mentee and K9
- Mentor and K9
- Area of operation
- Cleared objects (Cargo or luggage)

## **METHODOLOGY**

- The mentor will screen items using certified EDD
- When the item is positive for explosives scent protocol will follow
- If its clear the mentee will screen also using their assigned K9
- The search will then be documented
- Signed OJT document shall be submitted to SACAA as part of the certification application

## **QUERIES**

Any queries or requests for further guidance as a result of this communications should be sent to:  
The Manager, AVSEC Certification E-Mail address: YendeP@caa.co.za

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