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TECHNICAL GUIDANCE MATERIAL

for

Part 109 Learning Programmes

SUBJECT: TECHNICAL GUIDANCE MATERIAL FOR DESIGNING AND DEVELOPING AVSEC LEARNING PROGRAMMES

EFFECTIVE DATE: 25 March 2022

APPLICABILITY

This user guide is applicable to all prospective Aviation Security Training Organisations and approved Aviation Security Training Organisations in the Republic of South Africa and is to be used in conjunction with the National Aviation Security Training Programme (NASTP) and applicable South African Civil Aviation Regulations (SACARs) and South African Civil Aviation Technical Standards (SACATs), as amended.

PURPOSE

The purpose of this user guide is to provide guidance to Aviation Security Training Organisations (ASTOs) as regards the Design and Development of Learning Programmes that will be delivered to train personnel who implement aviation security measures for airports, airlines, regulated agents, etc.

REFERENCE:

- i. NASTP (Annex 1)
- ii. NASCP (Annex 3)
- iii. SACATS 109
- iv. National Civil Aviation Security Programme 2012
- v. Civil Aviation Regulations, 2011

LIST OF ABBREVIATIONS:

ABBREVIATION	DESCRIPTION
ASTO	Aviation Security Training Organisation
AVSEC	Aviation Security
BD	Behaviour Detection
CBT	Computer Based Training
CT	Computerized Tomography
CTX	Computer Tomography X-ray
EDDT	Explosive Detection Dogs Teams
ETD	Explosive Trace Detection
GA	General Aviation
HBS	Hold Baggage Screening
HHMD	Hand Held Metal Detector

ICAO	International Civil Aviation Organisation
IED	Improvised Explosive Devise
NASCP	National Aviation Security Certification Programme
NASP	National Aviation Security Programme
NASTP	National Aviation Security Training Programme
RPAS	Remotely Piloted Aircraft Systems
SACARs	South African Civil Aviation Regulations
SACATS	South African Civil Aviation Technical Standards
SOP	Standard Operating Procedures
SP	Security Programme
SRA	Security Restricted Area
WTMD	Walk Through Metal Detector

1. Introduction

The training to be undertaken should be on a modular basis, according to the different levels of responsibilities of staff and supervisors, and consider:

- a) Initial as well as refresher training.
- b) Training in new developments and techniques.

Training material shall be reviewed every second year or in a case of changes in legislation, curriculum, regulations or any other significant change affecting civil aviation and training, changes to the training materials must be affected immediately.

Qualification requirements for the aviation security instructors must be commensurate with the requirements as prescribed by the SACARs Part 109. Instructors must be equipped, experienced and qualified to facilitate the programme, offer learner support and manage quality.

2. The training programme material structure shall consist of the following:

- a) **Instructors Guide-** It must consist of Lesson Plans, Clear Time frames for each module /session
The **instructor guide** must be designed to be a comprehensive tool for facilitating the course. Thoroughly reviewing this document, as well as all related course materials and resources, will prepare an instructor to teach the course. The instructor guide serves as an implementation / delivery guide of the Learner Manual for the Trainer during the facilitation of the training session. Consisting of the objectives, preparation notes, lesson planning and delivery instructions; this document forms a solid guide and reference for the Trainer during the training session.

Features of an Instructors Guide

- i. Learning Approach
- ii. Objectives and Outcomes
- iii. Lesson Planning
- iv. Notes and Guidance
- v. Administrative Tools
- vi. Presentation Slides

- b) **Learner Guide-**The Learner Guide forms the core and basis of every Training package. Consisting of the training content and activities that are required by the learner in order to gain the knowledge, abilities and skills sets as required by the outcomes of the learning programme.

Features of learner Guide:

- i. Content Index
- ii. Learner Notes and Introduction
- iii. The Learning Approach and Structure

- iv. The Learning Objectives
- v. Main Training Content and Activities
- vi. Self-Assessment Questions and Tasks
- vii. Module Summary
- viii. Review Questionnaire
- ix. Presentation Slides

- c) **Learner Workbook-** A book that contains problems or exercises and those students use to practice what they are learning in a class.

Features of a workbook:

- i. Exercise/Problems
- ii. Practice material to clarify and reinforce the lessons presented.

3. TRAINING PROGRAMMES SHOULD INCLUDE (in the facilitators Guide and Leaner Guide):

- 3.1. Course Aim: On completion of training, participants should be qualified to perform security duties; and
- 3.2. Course Content Outline: The components of a training programme have to be adapted to the specific needs of the staff to be trained as per SACATS 109.

The design of the training programme must be flexible and should be able to be adjusted to the special needs of learners or learning groups.

4. TRAINING FOR ALL PERSONNEL ENGAGED IN OR RESPONSIBLE FOR SECURITY DUTIES.

The following subjects should be included in Aviation Security course content:

4.1. Aviation security:

- a) Objectives and organisation
- b) Security controls
- c) Instructions and guidelines
- d) The threat

4.2. Legal powers:

- a) Legislation
- b) Role of the police

4.3. Relationship with passengers, both at the airport and on the air carriers:

- a) Organisation and airport security committee
- b) Airport and air carrier security programme
- c) Airport layout
- d) Security methods
- e) Passenger questioning and response
- f) Principles of screening and searching
 - _ Aircraft
 - _ People
 - _ Baggage
 - _ Cargo
 - _ Mail
 - _ Catering supplies
 - _ Other items taken on board
 - _ Aircraft supplies

- _ Buildings
- g) Recognition of explosives, incendiaries, firearms and other weapons through practical hands-on experience and visual identification by the use of CBT
- h) Methods of concealment
- i) Basic knowledge of aviation equipment
- j) Security equipment
- k) Practical experience in the use of such equipment and the recognition of explosives and other dangerous devices identified by such equipment
- l) Introduction to new techniques and equipment
- m) Response to incidents
- n) Reaction to threats, hijacks, bomb warnings, discovery of suspicious articles, and acts of aggression
- o) Reporting of incidents
- p) Promoting security Awareness

5. Awareness Training

Aviation Security Awareness training is for persons implementing security controls other than Screening:

5.1. Awareness Training of persons implementing security controls for cargo, mail, air carrier mail and materials, in-flight supplies and airport supplies or having access to identifiable air cargo or identifiable air mail, shall result in the following competencies:

- i. Describe previous acts of unlawful interference with civil aviation, terrorist acts and current threats.
- ii. Discuss the relevant legal requirements.
- iii. Demonstrate knowledge of the objectives and organisation of aviation security, including the obligations and responsibilities of persons implementing security controls in the supply chain.
- iv. Demonstrate knowledge of access control procedures as well as procedures for challenging persons and of circumstances in which persons should be challenged or reported.
- v. Demonstrate knowledge of reporting procedures.
- vi. Identify and discuss prohibited articles.
- vii. Demonstrate ability to respond appropriately to the detection of prohibited articles.
- viii. Demonstrate how prohibited articles may be concealed.
- ix. Identify and discuss protection requirements for cargo, mail, air carrier mail and materials, in-flight supplies, and airport supplies; and
- x. Demonstrate knowledge of transportation requirements.
- xi. Describe insider threat and mitigation thereof,
- xii. Discuss creation and promoting of a security culture,
- xiii. Discuss basic behaviour detection methods.
- xiv. Describe security controls, protection of screened cargo from unauthorised interference.
- xv. Describe security controls.
- xvi. Describe protection of screened cargo from unauthorised interference.
- xvii. Describe insider threat and mitigation thereof, creation and promotion of a security culture; and
- xviii. Describe basic behaviour detection methods.

5.2. Awareness Training for persons implementing aircraft protection shall result in the following competencies:

- i. Demonstrate knowledge of how to protect and prevent unauthorised access to aircraft.
- ii. Identify and discuss procedures for sealing aircraft, if applicable.
- iii. Identify and explain procedures for challenging persons and of circumstances in which persons should be challenged or reported.
- iv. Discuss emergency response procedures.
- v. Identify behaviour detection techniques (refer to BD outcomes on 5.12);
- vi. Describe searches on originating aircrafts, turnaround, overnight stops, transiting and transfers.
- vii. Discuss checks to be done to ensure that pax disembarking do not leave items on board the aircraft.
- viii. Describe insider threat and mitigation thereof, creation and promotion of a security culture; and
- ix. Describe behaviour detection methods.

5.3. Awareness training of persons implementing baggage reconciliation shall result in the following competencies:

- i. Discuss previous acts of unlawful interference with civil aviation, terrorist acts and current threats.
- ii. Demonstrate awareness of the relevant legal requirements.
- iii. Discuss the objectives and organisation of aviation security, including the obligations and responsibilities of persons implementing security controls.
- iv. Demonstrate ability to respond appropriately to the detection of prohibited articles.
- v. Demonstrate knowledge of emergency response procedures.
- vi. Demonstrate knowledge of passenger and baggage reconciliation requirements and techniques.
- vii. Demonstrate knowledge of protection requirements for air carrier materials used for passenger and baggage processing.
- viii. Describe insider threat and mitigation thereof, creation and promotion of a security culture; and
- ix. Describe basic behaviour detection methods.

5.4. Other Categories of Awareness Training:

(a) The following occupational groups shall undergo aviation security awareness training:

- i. airport police.
- ii. immigration personnel and border police.
- iii. airport management and staff.
- iv. aircraft operator ground staff.
- v. aircraft operator flight and cabin crew.
- vi. regulated agents and known consignors.
- vii. mail staff.
- viii. general aviation (GA) and aerial work (AW) staff.
- ix. fuel company managers and supervisors.
- x. protocol and other VIP handling agencies.
- xi. customs, port health and agriculture personnel.
- xii. airport concessionaires and tenants; and
- xiii. persons other than passengers requiring unescorted access to security restricted areas and not falling under subsection (4) to (7);

(b) Awareness Training for the categories referred to above shall result in the following competencies:

- i. Demonstrate knowledge of previous acts of unlawful interference with civil aviation, terrorist acts and current threats.
- ii. Demonstrate awareness of the relevant legal requirements.
- iii. Demonstrate basic knowledge of the objectives and organisation of aviation security, including the obligations and responsibilities of persons implementing security controls.
- iv. Demonstrate understanding of the configuration of the screening checkpoint and the screening process.
- v. Demonstrate awareness of access control and relevant screening procedures.
- vi. Demonstrate knowledge of airport identification cards used at the airport.
- vii. Demonstrate knowledge of reporting procedures.
- viii. Demonstrate ability to respond appropriately to security related incidents.
- ix. Describe insider threat and mitigation thereof, creation and promotion of a security culture; and
- x. Describe basic behaviour detection methods.

5.5. Awareness Training for Operational Managers and Station Managers shall result in the following competencies:

- i. Discuss principles governing national legislation and ICAO security-related Standards.
- ii. Demonstrate awareness of Airport or aircraft operator Security Programs.
- iii. Demonstrate an ability to develop security awareness for operational personnel.
- iv. Demonstrate an ability to formulate appropriate responses to security emergencies.
- v. Discuss purpose and content of airport or aircraft operator security programmes.

- vi. Demonstrate awareness and understanding of security measures in force.
- vii. Describe contingency plans and crisis management.
- viii. Describe insider threat and mitigation thereof, creation and promotion of a security culture; and
- ix. Describe basic behaviour detection methods.

5.6. Awareness Training for Ground and Ramp handling personnel, with airside access, including the role of ramp coordinators shall consist of the following competencies:

- i. Define aircraft protection.
- ii. Describe procedures of aircraft checks and searches of aircraft returning to service; and
- iii. Describe ground security procedures in response to a bomb threat.
- iv. Demonstrate pre-flight security checks.
- v. Demonstrate understanding of aircraft access control; and
- vi. Demonstrate search of aircraft holds.
- vii. Describe searches on originating aircrafts, turnaround, overnight stops, transiting and transfers.
- viii. Describe checks to be done to ensure that passengers disembarking do not leave items on boards the aircraft.
- ix. Describe insider threat and mitigation thereof, creation and promotion of a security culture; and
- x. Describe basic behaviour detection methods.

5.7. Awareness Training for Maintenance and Engineering Personnel shall result in the following competencies:

- i. Demonstrate understanding of access control to aircraft and maintenance and engineering facilities.
- ii. Describe searches of aircrafts returning to service.
- iii. Define aircraft protection.
- iv. Describe security of equipment, vehicles, stores and supplies.
- v. Describe aircraft searches of aircrafts returning to service.
- vi. Describe insider threat and mitigation thereof, creation and promotion of a security culture; and
- vii. Describe basic behaviour detection methods.

5.8. Awareness Training for Flight crew compartment and cabin crew shall consist of the following competencies:

- i. Discuss principles and philosophy of aviation security.
- ii. Discuss threats to civil aircraft;(Past and present)
- iii. Describe security procedures in relation to safeguarding aircraft and passengers.
- iv. Demonstrate understanding of mitigating an act of unlawful interference so as to minimize the risk and/or effect of such an act.
- v. Discuss terrorism, acts of unlawful interference and the history of aviation security incidents.
- vi. Demonstrate understanding aviation legislation and security programmes, including international, national, airport and aircraft operator requirements.
- vii. Define and identify restricted articles, including dangerous goods, prohibited items, weapons, explosives and other sabotage devices.
- viii. List procedures for aircraft security checks and/or searches;(e.g., checklists to be used)
- ix. List procedures for handling unruly and disruptive passengers;(List the types/stages, reporting procedures and mitigation, checklists to be used etc.)
- x. List Procedures in handling passengers who have been subject of judicial or administrative proceedings
- xi. Discuss procedures for responding to acts of unlawful seizure and hostage situations.
- xii. determining the seriousness of any occurrence.
- xiii. Demonstrate appropriate self-defence responses, i.e., de-escalation training.
- xiv. Demonstrate use of non-lethal protective devices, such as handcuffs, assigned to crew members or any restraint techniques.
- xv. Describe characteristics and behaviour of perpetrators, coping with such behaviour and passenger response.
- xvi. Discuss new terrorist profiles;(e.g., insider threat)
- xvii. Demonstrate situational training exercises regarding various threat conditions;(e.g., restraint kit)
- xviii. Describe the protection of aircraft, procedures
- xix. List flight deck procedures, including crew communication and coordination through a locked flight crew compartment door.
- xx. Discuss responses to bomb threats in flight; and

- xxi. List on-the-ground and aircraft search procedures, including guidance on least-risk bomb locations.
- xxii. Describe the procedures in handling passengers who have been the subject of judicial or administrative proceedings.
- xxiii. Discuss procedures in handling passengers who have been the subject of judicial or administrative proceedings.
- xxiv. Describe insider threat and mitigation thereof, creation and promotion of a security culture; and
- xxv. Describe basic behaviour detection methods.

5.9. Awareness Training for Catering organisation personnel shall result in the following competencies:

- i. Describe protection of catering supplies from unauthorized interference.
- ii. Define access control to catering company premises.
- iii. Demonstrate understanding of objectives and organization of aviation security.
- iv. Demonstrate understanding overall objective of security measures related to catering.
- v. major international organizations responsible for setting security standards and their broad aims;
- vi. appropriate authority responsibilities.
- vii. List catering company responsibilities and obligations related to security.
- viii. Discuss why civil aviation is an attractive target for terrorist groups and others attempting to unlawfully interfere with civil aircraft.
- ix. Discuss why catering activities create vulnerability to attack.
- x. List types of individuals that may pose a threat to civil aviation.
- xi. Discuss appropriate procedures to be followed by staff members if they see anything suspicious; and
- xii. List the procedures in transporting catering supplies to the airport if a catering company is located outside an airport.
- xiii. Describe insider threat and mitigation thereof, creation and promotion of a security culture; and
- xiv. Describe basic behaviour detection methods.

5.10. Awareness Training for Cleaning companies' personnel shall result in the following competencies:

- i. Discuss the importance of protection of cleaning supplies from unauthorized interference; and
 - a. access control to cleaning company premises.
- ii. Demonstrate understanding of objectives and organization of aviation security.
- iii. Demonstrate understanding of the overall objective of security measures related to cleaning.
- iv. List major international organizations responsible for setting security standards and their broad aims.
- v. Discuss appropriate authority responsibilities.
- vi. List and discuss cleaning company responsibilities and obligations related to security.
- vii. Discuss why civil aviation is an attractive target for terrorist groups and others attempting to unlawfully interfere with civil aircraft.
- viii. Discuss why cleaning activities are vulnerable to attack.
- ix. List types of individuals that may pose a threat to civil aviation; and appropriate procedures to be followed by staff members if they see anything suspicious.
- x. Describe emergency and reporting procedures.
- xi. Describe insider threat and mitigation thereof, creation and promotion of a security culture; and
- xii. Describe basic behaviour detection methods.

5.11. Awareness training for Air Traffic Control personnel shall result in the following competencies:

- i. Demonstrate understanding of objectives and organization of aviation security.
- ii. Discuss international conventions, and international and national regulations.
- iii. List and discuss air traffic control responsibilities and obligation related to security.
- iv. Discuss why civil aviation is an attractive target for terrorist groups and others attempting to unlawfully interfere with civil aircraft.
- v. Describe procedures in Handling hijackings.
- vi. Describe procedures in Handling bomb threats; and
 - a. alerting and contingency procedures
- vii. Describe insider threat and mitigation thereof, creation and promotion of a security culture; and
- viii. Describe basic behaviour detection methods.

5.12. Awareness training for Behaviour Detection shall result in the following competencies:

- i. Discuss the terminology associated with the use of the behaviour detection.
- ii. Define suspicious behaviour.
- iii. Identify and explain indications/signs of suspicious behaviour.
- iv. Demonstrate the use of questioning and observation techniques for behaviour detection.

5.13. Awareness training for Remotely Piloted Aircraft Systems (RPAS)

- i. Define aviation security legislation and RPAS operator requirements.
- ii. Describe terrorism, acts of unlawful interference and the history of aviation security incidents, incidents pertaining to RPAS systems.
- iii. Describe threats to RPAS systems.
- iv. Describe the new terrorist profiles.
- v. Explain the objectives of aviation security pertaining to RPAS system, including the obligations of persons implementing security controls;
- vi. Describe restricted articles, including explosives and other sabotage devices.
- vii. Explain how to protect and prevent unauthorized access to RPAS system (access control);
- viii. Explain security procedures in relation to safeguarding RPAS systems (access control);
- ix. Explain storage procedures of RPAS systems.
- x. Describe securing take off/landing area.
- xi. Explain searching take off/landing area.
- xii. Explain the procedures for RPAS system security checks and/or searches.
- xiii. Describe how briefings need to be conducted.
- xiv. Explain the procedure to follow should unauthorized access has occurred.
- xv. Define the procedures for responding to acts of unlawful interference, unlawful seizure, attack of RPAS operator whilst device is on the ground, attack of RPAS operator whilst device is in the air.
- xvi. Explain procedures for responding to unlawful seizure of a remotely piloted station;
- xvii. Demonstrate the ability to managing an act of unlawful interference so as to minimize the risk and/or effect of such an act.
- xviii. Describe the response to bomb threats.
- xix. Explain the procedures to follow upon discovering a suspect or prohibited device.
- xx. Define cyber and system security and protection from acts of unlawful interference and response procedures.

6. Level 1 generic training component shall result in the following competencies:

- i. Discuss previous acts of unlawful interference with civil aviation acts and current threats.
- ii. Discuss relevant national legal framework for aviation security.
- iii. Describe the objectives of aviation security including obligations and responsibilities of persons implementing security controls.
- iv. Describe identification systems, access control systems and vehicle pass.
- v. Describe access control procedures and the legal requirements thereof, including exemptions, and special security procedures.
- vi. Discuss patrolling and circumstances in which persons shall be challenged or reported.
- vii. Describe reporting procedures.
- viii. Demonstrate ability to identify prohibited items.

- ix. Demonstrate ability to respond appropriately to security related incidents.
- x. Demonstrate knowledge of vehicle examination techniques for vehicles being granted access to SRA.
- xi. Demonstrate ability to carry out vehicle examinations to a standard sufficient to reasonably ensure the detection of concealed prohibited articles for vehicles being granted access to SRA.
- xii. Demonstrate ability to perform screening of persons other than passengers (including items carried and vehicles) being granted unescorted access to SRAs and Airside;
- xiii. Describe behaviour detection principles.
- xiv. Describe protection requirements for hold baggage and passengers.
- xv. Describe screening of persons other than passengers (including items carried and vehicles) granted unescorted access to SRA.
- xvi. Describe insider threat and reporting procedures.
- xvii. Describe the steps to create and promote security culture.
- xviii. Describe baggage reconciliation.
- xix. Describe the protection of screened passengers and their cabin baggage.
- xx. Describe the protection of hold baggage.

6.1. The following are various screening categories:

a) Passenger, staff, and cabin baggage screening:

- i. Information checker
- ii. Baggage loader
- iii. X-ray operator
- iv. Baggage searcher
- v. Body searcher
- vi. ETD operator or any other advanced equipment
- vii. Behaviour Detection

b) Checked or hold baggage screening:

- i. Baggage loader
- ii. X-ray operator
- iii. Baggage searcher
- iv. CTX Operator

c) Cargo and mail screening:

- i. Consignment receiver.
- ii. X-ray operator.
- iii. Consignment searcher.
- v. EDDT

d) People and vehicle-access screening:

- i. Baggage loader (if applicable)
- ii. X-ray operator
- iii. Baggage searcher
- iv. Body searcher
- v. Vehicle searcher

e) Aircraft access control and searching

- i. Cabin searcher
- ii. Aircraft access controller

f) Catering screening controller

6.2. Content of Screener Training shall consist of the following:

Specific Outcomes for various screening categories:

- a) Passenger, staff and cabin baggage screening
 - i. Information checker
 - a) Examine and verify the authenticity of passenger travel documents
 - b) Passenger-profiling
 - c) Examine and verify validity of staff movement permits
 - d) Be prepared to take on any other duties that may be assigned
 - ii. Baggage loader
 - a) Control the flow of passengers
 - b) Request passengers to divest metals and any other items for screening
 - c) Liaise with the supervisor regarding passengers with special screening requirements
 - d) Feel the weight and load the bag correctly on the conveyor belt
 - e) Maintain correct spacing between bags on the conveyor belt
 - f) Put loose garments and small items for screening in receptacles provided
 - g) Be prepared to take on any other duties that he/she may be assigned
 - iii. X-ray operator
 - a) Check for loose wires and make sure that the lead curtains are hanging straight down, the conveyor belt is clear, and the X-ray chamber is clear.
 - b) Check the condition of the emergency button and ensure that there are no objects on
 - a. top of the X-ray machine)
 - c) Log in
 - d) Screen all baggage
 - e) Concentrate on the monitor to identify possible and obvious threats
 - f) Interpret images, make the appropriate decision, and advise the baggage searcher on what to look for
 - g) Notify the supervisor immediately if an obvious threat is detected
 - h) Be prepared to take on any other duties that may be assigned

Note: The calibration technician must test the machine using the manufacturer's test piece.

- iv. Baggage searcher
 - a) Identify the baggage to be randomly searched as well as those items identified by the X-ray operator
 - b) Ensure that the owner is present before searching
 - c) Ask probing questions (where necessary)
 - d) Lift the bag to feel the weight and move it to the search table
 - e) Inform the passenger of your intention to search his/her bag.
 - f) Request the passenger to open the bag
 - g) Search the bag in a systematic manner, as per local SOPs
 - h) Notify the supervisor immediately if an obvious threat is detected, and record the information in the logbook
 - i) Remove any suspicious items for manual inspection and return the bag for re-screening
 - j) Re-pack the bag
 - k) Be courteous when conducting the search
 - l) Be prepared to take on any other duties that may be assigned

- v. Body searcher (methods: HHMD and pat-down)

- a) Observe the WTMD for audio and visual alarms
- b) Identify passengers to be searched, both those who alarm and those selected randomly as per the SOPs
- c) Inform the passenger of the need to be searched
- d) Test and ensure that HHMD is in good operational condition
- e) Search the passenger using either HHMD or pat down as per the SOPs
- f) Notify the supervisor immediately if an obvious threat is detected and record the information in the logbook
- g) Control the flow of passengers to avoid congestion at the WTMD
- h) Resolve all alarms by ensuring that the passenger divests all triggers
- i) Be courteous when conducting the search
- j) Be prepared to take on any other duties that may be assigned

vi. Security Restricted Area Searcher

- a) Search plans must be prepared in advance and be always readily available
- b) Area/building must be divided into search sectors or zones.
- c) Sectors or zones must be of manageable size for the number of searchers assigned.
- d) Assign staff to search those areas with which they are most familiar
- e) Search Priorities must be evacuation assembly areas and areas where the greatest number of the public or staff are likely to be vulnerable, Restrooms, elevators, stairways, and hallways.
- f) Search must be conducted in a systematic and thorough manner.
- g) Begin at entrance to the room
- h) Note areas that will need special attention.
- i) Look and listen for any unusual lights and noises
- j) Walk around edges of the room, looking at walls from top to bottom and the floor area immediately beneath the wall.
- k) Check behind curtains and window blinds, behind and under furniture around edges of the room
- l) Finish at the doorway where it began
- m) Check furniture and floor
- n) Drawers should be opened and searched and gaps in and under furniture must be explored
- o) Cover ceiling and systematically search the whole surface
- p) If suspect device is discovered, do not touch object
- q) Leave a distinctive marker near the device
- r) Move away from device
- s) Notify search coordinator/supervisor

vii. ETD operator

Specific Outcomes for ETD Operator

- a) Sample baggage randomly to test traces of explosives
- b) Inform the passenger of the need to screen the baggage
- c) Tell the supervisor if traces are detected as per SOPs
- d) Be courteous when conducting the search
- e) Be prepared to take on any other duties that may be assigned

viii. Checked or hold baggage screening

Specific Outcomes for HBS Screener

a. Baggage loader

- aa. Visual checking of the condition of the bag
- bb. Feel the weight and load the bag correctly on the conveyor belt
- cc. Maintain correct spacing between bags
- dd. Be prepared to take on any other duties that may be assigned

- b. X-ray operator
 - aa. Check for loose wires and make sure that the lead curtains are hanging straight down, the conveyor belt is clear, and the X-ray chamber is clear. Check the condition of the emergency button and ensure that no objects are on top of the X-ray machine)
 - bb. Log in
 - cc. Screen all baggage
 - dd. Concentrate on the monitor to identify possible and obvious threats
 - ee. Interpret images, make the appropriate decisions and advise the bag searcher on what to look out for
 - ff. Notify the supervisor immediately if an obvious threat is detected
 - gg. Be prepared to take on any other duties that may be assigned

Note: The calibration technician must test the machine using the manufacturer's test piece.

- c. Baggage searcher

- aa. Identify the baggage to be randomly searched as well as those identified by the X-ray operator
- bb. Ensure that the owner is present before searching.
- cc. Ask probing questions (where necessary)
- dd. Lift the bag to feel the weight and move it to the search table.
- ee. Inform the passenger of your intention to search his/her bag
- ff. Request the passenger to open the bag
- gg. Search the bag in a systematic manner, as per local SOPs
- hh. Open all compartments to look for any false compartment.
- ii. Notify the supervisor immediately if an obvious threat is detected, and record the information in the logbook
- jj. Remove any suspicious items for manual inspection and return the bag for re-screening
- kk. Re-pack the bag
- ll. Be courteous when conducting the search
- mm. Be prepared to take on any other duties that may be assigned

- d. CTX operator

- aa. Identify and explain the basic legislative and organization requirements relevant to the use of CTX equipment.
- bb. Identify and explain organizational security procedures.
- cc. Identify and explain duty of care requirements.
- dd. Identify and explain own level of authority, roles and responsibilities.
- ee. Identify and explain the role of designated personnel for security response.
- ff. Explain communication channels and modes.
- gg. Describe the purpose and background of CTX screening and the organization of a CTX screening facility; Explain the changing trends in airport security and how these relates to the use of CTX systems.
- hh. Discuss the components of an IED and provide examples of these.
- ii. Identify the category of explosives the CTX system can identify.
- jj. Explain the four different basic bombs configurations.
- kk. Describe the general components of an CTX machine.
- ll. Discuss the capabilities of CTX system.
- mm. Discuss the terminology of the CTX system.
- nn. Discuss the conceptualizing the CT image on screen.
- oo. Explain in detail features available on the SP screen of the CTX system.

- pp. Demonstrate the intended capabilities and functions available on the SP screen.
- qq. Explain the intended meaning of the textual information provided at the bottom of the SP screen.
- rr. Discuss the image arrangement and correlation of the CT screen to the SP screen.
- ss. Discuss the soft keys pertinent to their job function.
- tt. Explain the image colour coding for the CT screen.
- uu. Explain the importance of the textual information provided in the CT screen.
- vv. Discuss the various hard keys and their functions on the console panel.
- ww. Explain the purpose and procedures for the use of alarm resolution tools.
- xx. Demonstrate how tools from all three parts of the workstation are effectively implemented.
- yy. Discuss certain general characteristics of innocuous CT images that will be useful in alarm resolution.

ix. Cargo and mail screening

Specific Outcomes for Cargo Screener

a. Consignment receiver

- aa. Check the identity of the driver or person delivering the consignment
- bb. Check the vehicle seals for signs of tampering
- cc. Verify all documentation, such as waybills and security declarations
- dd. Check consignments for signs of tampering
- ee. Should signs of tampering be evident, notify the supervisor
- ff. Identify and isolate large consignments requiring a “cooling off” period
- gg. Sign the declaration
- hh. Be prepared to take on any other duties that may be assigned

b. X-ray operator

Specific Outcomes for X-ray operator

- aa. Check for loose wires, and make sure that the lead curtains are hanging straight down, the conveyor belt is clear and the X-ray chamber is clear. Check the condition of the emergency button, and ensure that there are no objects on top of the X-ray machine)
- bb. Log in
- cc. Screen all unknown consignments identified for screening using the appropriate methods
- dd. Concentrate on the monitor to identify possible and obvious threats
- ee. Interpret images, make the appropriate decision and advise the consignment searcher what to look out for
- ff. Notify the supervisor immediately if an obvious threat is detected, and log the incident in the logbook
- gg. Be prepared to take on any other duties that may be assigned

Note: The calibration technician must test the machine using the manufacturer’s test piece.

c. Consignment searcher

Specific Outcomes for X-ray operator

- aa. Move the consignment to the search area
- bb. Search the consignment randomly or as identified by the x-ray operator
- cc. Inform the client of the intention to search his/her consignment
- dd. Search the consignment thoroughly in the presence of the supervisor and client
- ee. Ask probing questions (where necessary)

- ff. Open all compartments to look for any false compartment
- gg. Notify the supervisor immediately if an obvious threat is detected, and record the information in the logbook
- hh. Mark all consignments that have been screened and indicate the methods used on the shipping documentation
- ii. Re-pack the consignment
- jj. Be courteous when conducting the search
- kk. Be prepared to take on any other duties that may be assigned

x. People and vehicle access screening

Specific Outcomes for Access Control, People and Vehicles

- a. Baggage loader
 - aa. Check validity of permits
 - bb. Control the flow of people
 - cc. Request people to divest metals and any other items for screening
 - dd. Liaise with the supervisor about persons with special screening requirements
 - ee. Maintain the correct spacing between bags on the conveyor belt
 - ff. Feel the weight and put items for screening in receptacles provided
 - gg. Be prepared to take on any other duties that may be assigned

Note: The calibration technician must test the machine using the manufacturer's test piece.

- b. Baggage searcher
 - aa. Identify the baggage to be randomly searched as per the
 - bb. SOPs as well as those items identified by the X-ray operator.
 - cc. Ensure that the owner is present before searching
 - dd. Ask probing questions (where necessary)
 - ee. Lift the bag to feel the weight and move it to the search table
 - ff. Inform the owner of the baggage of the intention to search his/her bag
 - gg. Request the owner to open the bag
 - hh. Search the bag in a systematic manner, as per local SOPs
 - ii. Open all compartments to look for any false compartment
 - jj. Notify the supervisor immediately if an obvious threat is detected, and record the information in the logbook
 - kk. Remove any suspicious items for manual inspection and return the bag for re-screening
 - ll. Re-pack the bag
 - mm. Be courteous when conducting the search
 - nn. Be prepared to take on any other duties that may be assigned
- c. Body searcher (methods: WTMD, HHMD and pat-down)
 - aa. Always observe alarm activation
 - bb. Identify the persons to be searched, both those who alarm and those selected randomly as per the SOPs
 - cc. Control the flow of persons to avoid congestion at the WTMD
 - dd. Inform the person of the need to be searched
 - ee. Test and ensure that WTMD and HHMD are in good operational condition
 - ff. Search the person using either HHMD or pat down as per the SOPs
 - gg. Resolve all alarms by ensuring that people divest all triggers should a suspicious item be found, inform the supervisor
 - hh. Be courteous when conducting the search
 - ii. Be prepared to take on any other duties that may be assigned

- d. Vehicle searcher
 - aa. Check the validity of all permits
 - bb. Ensure that all passengers, including the driver, have disembarked
 - cc. Search the vehicle from the front to the rear in the presence of the driver as per SOPs
 - dd. Use the search mirror to inspect the chassis and observe the exterior
 - ee. Search the interior – the glove compartment, under the seats, the seat backs, the dashboard and the roof lining
 - ff. Check the engine for suspicious objects that are not part of the engine itself
 - gg. Check all compartments in the boot, opening any tool kits
 - hh. Notify the supervisor immediately if an obvious threat is detected, and record the information in the logbook
 - ii. Record vehicle particulars and incidents in the logbook
 - jj. In the case of sealed vehicles, verify the security declaration form against the seal number
 - kk. Ensure that the vehicle meets safety precautions to operate at the airside
 - ll. Be courteous when conducting the search
 - mm. Be prepared to take on any other duties that may be assigned

xi. Aircraft access control and searching

Specific Outcomes for Aircraft access controller and aircraft searcher

- a. Aircraft access controller
 - aa. Check validity of airline permits as well as permits of others authorised to gain access on board
 - bb. Search staff members using either HHMD or pat-down as per the SOPs
 - cc. If any suspicious object is found, deal with it as per the SOPs Prevent any unauthorised person from entering the aircraft
 - dd. Be prepared to take on any other duties that may be assigned
- b. Aircraft searcher
 - aa. Search the aircraft from back to front for any suspicious items, searching seats (back rest, tray compartment, underneath the seats and the cabin baggage storage), toilets, galleys, food storage compartments and magazine compartments as per the aircraft search checklist
 - bb. Be prepared to take on any other duties that may be assigned

xii. Catering screening

Specific Outcomes for Catering Screener (Catering Screening Controller)

- a. Inspect the vehicle for suspicious items before loading the catering
- b. Check to see that the trolleys are sealed
- c. Ensure that the trucks are sealed before they leave the catering premises
- d. Ensure that catering supplies are secure and protected until loaded onto aircraft
- e. Be prepared to take on any other duties that may be assigned

xv. Explosive Dog Detection Teams training shall comprise in the following competencies:

Specific Outcomes for K9 Handler/ EDDTs

- a. Apply current legislation pertaining to substance detection discipline (Current legislation may include but is not limited to: Civil Aviation Act No 13 of 2009, Criminal Procedures Act, National Key Point, Firearm Act, OHS Act, Explosives Act No 15 of 2003, Mine and Works Act no 27 of 1956)

- b. Conduct a search for substances with the aid of a trained sniffer dog.
 - c. Search area is secured by conducting a pre-search.
 - d. Search is planned considering environmental and safety factors.
 - e. Apply safety precautions when working with service dogs in a given situation
 - f. Apply service dog-handling techniques to elicit a desired response (dog's behavioural reaction to verbal and or non-verbal commands to perform a specific task such as stay, recall, stand, sit, heel)
 - g. Assist the dog during search to prevent injury and to overcome obstacles
 - h. Interpret dogs' behaviour in order to facilitate and inform decision making processes
 - i. Identify and handle substances indicated by the sniffer dog in a structured scenario (The term handle only includes referrals, securing, collecting and disposal according to specific organizational standard operating procedures)
 - j. Utilize the dog to locate substances while taking necessary steps to remove any obstacles which may hinder the dog from detecting the substance
 - k. Apply principles of reinforcement to motivate the service dog to make an association between the command and the desired response. (Principles of reinforcement may refer to positive and negative reinforcement. Positive reinforcement refers to verbal and or physical praise, toy reward or presenting a tidbit. Negative reinforcement refers to change of voice tone, withholding reward body language or ignoring the service dog completely depending on the service dog's character).
 - l. Investigate indications made by the dog to determine the location of the substance.
 - m. Report the information which was gathered during the use of a sniffer dog. Information may include details of substances in terms of collecting, referrals, disposing methods and harmful substances
 - n. Analyse information gathered in order to report findings to relevant role-players
 - o. Complete reports detailing all information pertaining to the search
- xvi. Behaviour Detection Officer

Specific Outcomes for Behaviour Detection Officer

- a. Describe threats facing civil aviation and past incidents.
- b. Identify and explain basic legislative and organization requirements relevant to the use of behaviour detection.
- c. Discuss the terminology associated with the use of the behaviour detection.
- d. Define the roles and responsibilities of a behaviour detection officer.
- e. Explain suspicious behaviour definition.
- f. Identify and explain indications/signs of suspicious behaviour.
- g. Demonstrate the effective use of behaviour detection methods.
- h. Demonstrate the use of questioning and observation techniques for behaviour detection.
- i. Demonstrate the ability to conduct document verification using different techniques.
- j. Identify and explain organizational security procedures with regards to behaviour detection.
- k. Demonstrate threat response and escalation.

- l. Explain communication channels and modes.
- m. Identify and explain document requirements for behaviour detection.

7. Managerial and Supervisory employment

Persons selected for managerial or supervisory posts need to possess or acquire the leadership skills necessary for these roles in addition to possessing adequate security experience and qualifications. Potential supervisory or managerial staff should be capable of monitoring the performance of security screening staff effectively. They should also be aware of the contribution that quality-control measures have in ensuring that security measures meet the required standards.

7.1. Screener Supervisor (Level 2)

Persons acting as security supervisors at the screening checkpoints must possess the necessary certification, knowledge, and experience which, at a minimum, should include:

- a) All basic requirements outlined for screeners, as applicable, including certification
- b) Knowledge of national (and if required, international) regulations on aviation security as well as all screening standard operating procedures and other related screening documents
- c) A minimum of five years' knowledge and experience in aviation security operations (two years of which have been spent as a certified screener) or other security-related fields, such as law enforcement.
- d) A Screener Supervisor must be able to demonstrate Knowledge in the following areas:
 - aa. Describe applicable legislation and how it must be implemented.
 - bb. Define terrorism,
 - cc. Describe Supervisory tasks.
 - dd. Describe the implementation of internal quality control.
 - ee. Describe staffing and rotational requirements.
 - ff. Demonstrate the ability to resolve alarms.
 - gg. Demonstrate how to respond appropriately to the detection of prohibited articles.
 - hh. Demonstrate creation of SOPs.
 - ii. Describe insider threat and mitigation methods.
 - jj. Describe human factors and how to create a security culture.
 - kk. Describe behaviour detection principles and strategies.
 - ll. Describe personnel performance management.
 - mm. Describe recruitment and selection requirements (as applicable).
 - nn. Describe the requirements for flights with increased threats.
 - oo. Describe hold baggage screening requirements (as applicable).
 - pp. Describe cargo screening requirements (as applicable.)

7.2. Screener Manager (Level 3)

7.2.1. A minimum of seven years' knowledge and experience in aviation security operations, or experience in security-related fields such as law enforcement or the military,

7.2.2. Screener Manager must be able to demonstrate knowledge in the following areas:

- a. Describe applicable legislation and how it must be implemented.
- b. Describe quality control systems.
- c. Describe motivational skills; and
- d. Describe the capabilities and limitations of security equipment or screening methods used such as canines or other methods.
- e. Describe the selection and management of material resources.
- f. Describe insider threat and mitigation measures.
- g. Describe cyber security threats and mitigation methods.

- h. Describe human factors and creation of security culture.
- i. Describe basic behaviour detection strategies.
- j. Describe contingency planning and management response of unlawful acts of interference.
- k. Describe management principles of airport, airline, and cargo security.
- l. Describe management principles of financial resources.
- m. Describe recruitment, selection, training and certification of Human Resource.
- n. Describe management principles of Human Resources.

8. Assessment Practices

8.1. General

Assessments must be aligned to outcomes/objectives of the course. Written tests shall be composed of multiple choices, true/false and/or matching types of questions. Tests shall consist of a minimum of fifty questions covering all classroom topics. Practical demonstrations /tests shall be required as part of the overall competency assessment.

8.2. Formative Assessments

At the end of each learning session or Module, learners must be assessed to test if they have assimilated the main objectives of the session/module. The Formative Assessment Instrument serves as a tool to formatively assess the knowledge and skills sets as required by the outcomes of the Learning programme/module. Consisting of a variety of assessment techniques to effectively assess the candidate's level of competency.




8.3. Summative Assessments

At the end of the programme learners must be assessed to determine competency and successful completion of the programme. Assessments must be fair, valid, reliable and practical. The pass rate shall be 80% and all assessment records must be maintained. All Part 109 Examinations are closed book.

9. Moderation Practices

Moderation is a quality assurance **process** by which an individual or group not involved in setting or marking an assessment task confirms that assessment is continuously conducted with accuracy, consistency, and fairness.

A moderator must be in possession of assessor and moderator qualification. An accredited ASTO is required to moderate 10% of all theoretical and practical assessments completed during a particular class.

DEVELOPED BY:		
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