



# TECHNICAL GUIDANCE MATERIAL

for

## RE-CERTIFICATION OF SCREENERS

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**SUBJECT:** Technical guidance material for recertification of screeners amidst the COVID-19 pandemic

**EFFECTIVE DATE:** 20 May 2020

### **PURPOSE**

The purpose of this TGM is to guide and assist current Aviation Security Screening Organization (ASSO's) or ASS in meeting the requirements for recertification to maintain compliance in terms of Part 110 of the CAR, 2011 and Document SA-CATS-110. The TGM guides on how to effectively manage risks relating to Corona Virus (COVID-19) through the establishment of precautionary measures that may facilitate the prevention and/or reduction of transmission of the virus from person to person and/or person to material/substances during the period of the pandemic.

### **SCOPE**

These guidelines shall apply to all employees, management and any stakeholders that perform any work or has any connection or ties with the ASSO.

### **ACCOUNTABILITY**

Implementation of the COVID-19 Guidelines is the responsibility of each ASSO.

### **REQUIREMENTS**

ASSOs are responsible for the deployment of certified Aviation Security Screener (ASS), who perform various types of screening related to civil aviation operations. This guidance material will provide the best practices and will ensure that preventative measures are put in place to minimize the risk of spread of COVID-19 and ensure compliance with South African legislation relating to the COVID-19 pandemic.

1. REFERENCES:

- I. ICAO Annex 17
- II. Part 110 of the Civil Aviation Regulations, 2011
- III. Document SA-CATS 110
- IV. National Civil Aviation Security Programme (NASP)
- V. Government Gazette 43271, 4 May 2020

2. TERMS AND ABBREVIATIONS:

TERM	DEFINITION
Screening	<p>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.</p> <p><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></p>
OJT	<p>On the Job Training is conducted upon successful completion of screener training. Newly employed screeners shall be required to complete at least 10 days practical OJT. It is also a requirement for screener recertification to complete a minimum of 20 hours of OJT.</p>
Recertification	<p>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 screening functions to an acceptable level as defined by the appropriate authority.</p>
Covid-19	<p>The Novel Coronavirus (2019- nCov2) which is an infectious disease caused by a virus that has previously not been scientifically identified in humans, which emerged during 2019 and was declared a global pandemic by the World Health Organization in 2020.</p>

ABBREVIATION	DESCRIPTION
ASS	Aviation Security Screener
ASSO	Aviation Security Screening Organization
AVSEC	Aviation Security
CAR	Civil Aviation Regulations
CATS	Civil Aviation Technical Standards
DCA	Director of Civil Aviation

E: AVSEC	Executive: Aviation Security
OJT	On the Job Training
M: PC	Manager: Personnel Certification
MOP	Manual of Procedures
NASP	Nation Aviation Security Programme
PPE	Personal Protective Equipment
SACAA	South African Civil Aviation Authority
SM: TC	Senior Manager: Training and Certification
TIP	Threat Image Projection
TGM	Technical Guidance Material
TSO	Testing Standards Officer

### 3. RECERTIFICATION OF AVIATION SECURITY SCREENER

#### 3.1. Applicability

This TGM applies to all aviation security screening organisation, aviation security screeners conducting screening at South African aerodromes with scheduled operations, regulated agents' facilities, air traffic control facilities and catering facilities serving civil aviation.

#### 3.2. Criteria for Recertification

The SACAA sets the criteria that each applicant must comply with if such applicant requires to be recertified as a 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 CAR Part 110 and is in the employ of an approved ASSO.

##### 3.2.1. An applicant for the issuing of a screener certificate shall—

- a. complete the prescribed form;
- b. hold a valid medical certificate issued as prescribed in Document SA-CATS 110;
- c. produce 1 month of TIP records;
- d. pay fee as prescribed in CAR Part 187; and
- e. where applicable, produce 6 months assessment reports for K9.

3.2.2. The abovementioned documentation will be submitted online to the SACAA TSO office at [avsecexams@caa.co.za](mailto:avsecexams@caa.co.za). In the absence of refresher training and TIP records, a minimum of 20 hours of OJT will be required for recertification. These records will not negate the requirement for refresher training. The refresher training will need to be submitted within a period of 6 months from date of recertification.

- 3.2.3. A minimum mark of 80% is required for successful completion of this requirement. An applicant who obtains a mark of between 70% and 79% will be allowed to retake the test only once, without having to attend training. Should the person fail the retest, a new application will need to be done.
- 3.2.4. A certificate shall be issued for one or more of the following categories for which a screener has successfully completed testing during the recertification process—
- a. passengers and baggage; or
  - b. cargo, mail and company materials.
- 3.2.5. Screeners shall also be certified to screen using one or more of the following screening methods, depending on the results of the recertification testing—
- a. X-ray;
  - b. hand search;
  - c. explosive dog detection;
  - d. explosive trace detection; and
  - e. any other method, as may be approved by the Director of Civil Aviation (DCA).
- 3.2.6. 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 the CARs.

#### **4. EXAMINATION PROCEDURE**

The procedure outlined here will be complied with for recertification assessments to take place. It is important to note, that no examinations will take place unless all governmental legislation and criteria below are complied with. Each ASSO will issue, in writing, to SACAA their COVID-19 compliance procedure measures including their floor plans.

##### **4.1. Venue**

The organisation shall submit a procedure outlining cleaning and disinfection protocols and screening measures to be followed to ensure that the spread of COVID -19 is controlled and not exacerbated. The following are the responsibilities of the ASSO and required measures:

- a. It is the responsibility of the ASSO to ensure that the venue is disinfected, prior to and after each examination session.
- b. It is the responsibility of the ASSO to conduct screening of each examinee, invigilators and everyone that comes into the organisation by conducting amongst others, temperature checks.

- c. The ASSO shall supply 70% alcohol-based hand sanitiser and each person shall disinfect their hands by applying hand sanitiser prior to entering the premises of the organisation.
- d. No person will be permitted to the organisations premises without a mask, and the mask is to be always worn for the duration of the exam.
- e. The examination venue must comply with 1,5 metres social distancing requirements between each examinee.

#### 4.2. Invigilation

The SACAA authorised officer/inspector will not continue with examinations unless all the requirements prescribed in Government Gazette, 43271 are complied with.

- a. The SACAA inspector shall comply with PPE requirements as per the above regulation.
- b. The ASSO will ensure that each laptop is disinfected before each examination session.
- c. The applicants need to be seated 15 minutes prior to commencement of examinations.
- d. No late applicants will be permitted into the examination venue.
- e. The examinations will be conducted online and for duration of an hour.
- f. The SACAA inspector will not remove his/her mask for the duration of examination sessions.
- g. No manual examination scripts will be allowed.

#### 4.3. Remote/Virtual Examination Procedure

Considering restrictions on travel, SACAA employees may not be able to travel to some provinces. To ensure business continuity and service delivery to our valued stakeholders, SACAA shall partner with the ASSO and will take all reasonable steps and endeavour to ensure recertification does take place.

#### 4.4. General

- a. A non-disclosure and confidentiality agreement will be signed by the contracted invigilators seconded to assist SACAA at remote stations.
- b. A contract outlining indemnity and responsibilities shall be signed prior to any examinations taking place.
- c. The seconded official will take receipt of the SACAA equipment for the execution of the examinations.
- d. Upon completion of the examinations, the official shall be responsible to return all equipment back to the SACAA, with the assistance of the TSO.

#### 4.5. Virtual Venue

- a. It is the responsibility of the ASSO to ensure that the venue is disinfected, prior to and after each examination session.
- b. It is the responsibility of the ASSO to verify fitness of examinee inclusive of temperature checks being conducted.

- c. The ASSO shall supply 70% alcohol-based hand sanitiser and each applicant shall apply hand sanitiser prior to entering the venue.
- d. No examinee will be permitted to an examination without a mask, and the mask is to be worn for the duration of the exam.
- e. The examination venue must comply with social distancing requirements.

#### 4.6. Virtual Invigilation

The official under secondment shall fulfil all the duties and responsibilities as designated to the inspectors in terms of the examination process and the following requirements must be met:

- a. The contracted invigilator shall comply with PPE requirements as per the above regulation.
- b. Each laptop will be sanitised before each examination session.
- c. The applicants need to be seated 15 minutes prior to commencement of examinations.
- d. No late applicants will be permitted into the examination venue.
- e. The examinations will be conducted online and last for an hour.
- f. The contacted invigilator will not remove his/her mask for the duration of examination sessions.
- g. Each laptop shall be installed with Microsoft Teams. The examinations will be conducted via this platform using video and audio.
- h. The contracted invigilator will be equipped with a laptop enabled with Microsoft Teams, video and audio capability. This allows for the SACAA TSO/Inspector to remotely invigilate the examination session.

### 5. TERMS AND CONDITIONS FOR REVOCATION/SUSPENSION OF CERTIFICATION

As mandated by the Appropriate Authority, the following shall serve as the basis for the revocation 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 in respect of a Schedule 1 Offence in terms of the Criminal Procedure Act, 1977 (Act No. 51 of 1977);
- e. Gross negligence on duty;
- f. Absence from duty for a period of 30 days but not more than 90 days will require the screener to undergo four (4) weeks of TIP and 40 hours of OJT; and
- g. Absence longer than 90 days from the system, precludes the screener to take part in the recertification process prescribed herein until all new screener certification requirements have been complied with.




Wherever certification is revoked due to conditions cited in paragraph (a), (c), (d) and (e) above, recertification shall not be allowed.

## 6. CONCLUSION

The SACAA is committed to assisting current ASSOs during the process of applying for the recertification of screeners. However, this should be done safely, hence SACAA may request reports from the organization pertaining to the effectiveness of measures of the COVID-19 guidelines which will be enforced for the duration of the COVID-19 pandemic.

6.1. 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](mailto:Arnoldm@caa.co.za)
- b. Mrs Makhosazana Nkabiti - SM: TC on email [Nkabitim@caa.co.za](mailto:Nkabitim@caa.co.za)

<b>DEVELOPED BY:</b>		
	MARCHE ARNOLD	20 MAY 2020
SIGNATURE OF M: PC	NAME IN BLOCK LETTERS	DATE
<b>REVIEWED &amp; VALIDATED BY:</b>		
	MAKHOSAZANA MAKHOBA	20 MAY 2020
SIGNATURE OF SM: TC	NAME IN BLOCK LETTERS	DATE
<b>APPROVED BY:</b>		
	LUVUYO GOEKE	20 MAY 2020
SIGNATURE OF E: AVSEC	NAME IN BLOCK LETTERS	DATE

END