

## APPENDIX 34

### CERTIFICATION PROCESS FOR AVIATION SECURITY SERVICE PROVIDERS (ASSPs)

#### 1. GENERAL

An applicant seeking a certificate to provide aviation security service in Kenya shall be required to forward a written application to the Director General, Kenya Civil Aviation Authority (KCAA) on or before a date not less than three (3) months to the desired commencement of new operations or not less than two (2) months for existing but uncertified operations.

#### 2. THE PROCESS AND REQUIREMENTS

##### A. Pre-Qualification Stage

The process starts when the prospective ASSP makes application for certification using the standard [Application Form for ASSP Certification](#), complete and attach the [ASSP Validation Form](#).

At this stage, the applicant is expected to fulfill the following requirements:

- (1) Attach the following supporting documents to the application and submit to KCAA for the processing of the application:-
  - (a) A copy of Registration Certificate or Licence from the Private Security Regulatory Authority (*pursuant to the provisions of Parts III and IV of the Private Security Regulation Act, 2016*);
  - (b) A copy of the Company's Certificate of Incorporation;
  - (c) A copy of the Company's KRA PIN and/or Tax Clearance certificate;
  - (d) List and profiles of the Company's Directors/Senior management for the last three years;
  - (e) Company exposition detailing the ownership and management structure, applicant's experience in the area of the services it intends to provide, names and experience of partners (if any), location of offices, etc.;
  - (f) Details of partner(s) (if any) including name, address, experience, nature of partnership arrangements, etc.;
  - (g) Details of the following:-
    - (i) Proposed security services to be rendered such as personnel and vehicle access control, screening/searching of persons, goods and vehicles, patrol and guarding, surveillance and CCTV operation, escort services, aircraft protection, access permits management, document inspection, etc.;

- (ii) Scope of applicant's Operations giving comprehensive details of facilities & equipment to be used in the expected service provision and their management/maintenance structure,
  - (iii) Staffing plan including number of personnel to provide the proposed service, their recruitment and selection procedures including background checks, their qualifications for the service(s) intended, training, experience and certification (for screeners);
  - (iv) List of key personnel (including the Security Manager(s) who will be responsible for the Aviation Service) with details of their qualifications, training, experience, background checks, etc.
- (h) Standard Operating Procedures on the services to be rendered. This should be in line with the client's approved security programme and shall also include details of how the service will be conducted to implement the provisions of Regulation 51 of the Civil Aviation (Security) Regulations 2015 (*available on KCAA website*);
- (i) Signed Declaration of Commitment to the [Instructions for Aviation Security Service Provider \(ASSPs\)](#);
- (2) The applicant may be required to provide additional documents and information depending on the type(s) of services(s) it intends to provide.
- (3) Upon receipt and evaluation of the above documents, KCAA shall:
- (a) Invite the Management team or representative of the company to a meeting with the KCAA officials to discuss all matters related to the application, issues to be ironed out (if any) and the proposed operation/service;
  - (b) Seek the comments of the prospective clients on the proposed operation / application / service (*to determine if there have been/will be issues of concern requiring attention/resolution*);
  - (c) Provide further guidelines and information relating to the intended operation and on the remaining stages of the certification.

## **B. Qualification Stage**

- (1) An applicant shall be qualified for this stage after meeting the requirements of the pre-qualification stage and when the Authority is convinced that the applicant has a good history or the potential to carry out the service and positive comments are received from the Aviation Agency(ies) (prospective clients) about the proposed operation;
- (2) Payment of Kshs. 20,000 (twenty thousand Kenya shillings) annual or Kshs. 40,000/= for two years non-refundable certification fee to KCAA.

*Note: The Authority may seek further information from the Police or other relevant government entities with regard to the profile of the company and its Directors/senior management.*

### C. Demonstration Stage

Upon qualification by the applicant, KCAA validation team shall plan to visit the applicant's premises and/or those of its clients for demonstration of its capability to carry out proposed service(s).

The applicant shall be required to demonstrate its ability to offer the proposed service(s) in accordance with the provisions of the NCASP and the Civil Aviation (Security) Regulations. Elements to be validated include Security manual/procedures in place, business documents and approvals by other government agencies, personnel (number of staff, recruitment procedures and background checks, training and certification of screeners, termination procedures), facilities and equipment required or in place for the service, record keeping, observation of service operation, interview with clients/recipient of service, etc. The applicant shall be issued with a report of the on-site validation.

### D. Issuance of a Certificate

A certificate shall be issued to the applicant by KCAA, upon satisfaction that the applicant has demonstrated its ability to offer a safe and efficient aviation security service(s) that meets the regulatory requirements.

## 3. VALIDITY OF CERTIFICATE

The validity of a Certificate shall be one or two years depending on the application and the fee paid. Scheduled and ad-hoc inspections shall be carried out by KCAA on the aviation security service provider to ensure that the set standards are maintained. Clients shall also conduct regular internal quality control/assurance activities on the service provider as appropriate to determine implementation of the SLA.

## 4. DISQUALIFICATION, SUSPENSION, AND REVOCATION

The following criteria for the disqualification, suspension and revocation of an aviation security service provider's certificate. All applicants for Aviation Security Service Provider's (ASSP) Certification should be conversant with these criteria:

- (a) **disqualification** — may result from an inability to meet the requirements for an aviation security service provider certification at any of the stages; failure to maintain or implement the required security measures or procedures after administrative warnings or fines have been imposed by KCAA; adverse report(s) from aviation agency/clients; de-registration/cancellation of licence by the Private Security Regulatory Authority;
- (b) **suspension** — may result from a short-term inability to implement security controls required by KCAA and/or the client or a voluntary request by the client(s) to suspend it's the designation for a specified period or permanently; or following suspension of licence by the Private Security Regulatory Authority; and
- (c) **revocation** — may result from continuous violations of national requirements, the entity's approved security programme, SLA with client, or the entity may no

longer be involved or interested in the provision of aviation security service(s) or following de-registration/cancellation of licence by the Private Security Regulatory Authority;

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