



## KENYA CIVIL AVIATION AUTHORITY

# INSTRUCTIONS FOR AVIATION SECURITY SERVICE PROVIDERS

These instructions have been prepared by the Kenya Civil Aviation Authority in order to operationalize the requirements of Regulation 51 of the Civil Aviation (Security) Regulations, 2015 and related provisions in the National Civil Aviation Security Programme.

### 1. Definition of Key Terms:

*Authority* - means the Kenya Civil Aviation Authority (KCAA).

*Aviation Security* - means a combination of measures, human and material resources intended to safeguard civil aviation against acts of unlawful interference.

*Aviation Security Service Provider* - means any entity or person who engages, either directly or indirectly, under an agreement, to carry out some or all aviation security duties on behalf of an operator and provides security controls to meet the requirements of the operator or the Authority.

*Background check* - A check of a person's identity and previous experience, including where legally permissible, any criminal history, as part of the assessment of an individual's suitability to implement a security control and/or for unescorted access to a security restricted area.

*Certification* - A formal evaluation and confirmation by or on behalf of the Authority that a person or organization possesses the necessary competencies to perform assigned functions to an acceptable level as defined by the Authority.

*National Civil Aviation Security Programme* - means an integrated set of Regulations and activities promulgated and performed by the State aimed at safeguarding civil aviation against acts of unlawful interference.

*Operator* - includes an airport operator, an aircraft operator, a regulated agent, in-flight catering operator and Air Navigation Service Provider. (*This shall also have the meaning of Client*).

*Security* - Safeguarding Civil Aviation against acts of unlawful interference. This objective is achieved by a combination of measures and human and material resources.

*Security Programme* - means the measures and procedures adopted to safeguard civil aviation against acts of unlawful interference.

*Vulnerable Point* - Any facility on or connected with an airport, which, if damaged or destroyed, would seriously impair the functioning of the airport.

**2. Obligations of an Aviation Security Service Provider (ASSP):**

2.1 A person shall not operate an enterprise or an organization whose purpose is the provision of aviation security service at an airport within Kenya without written Aviation Security Service Provider Procedures approved by the Authority and a certificate issued by the Authority.

*(These instructions and a signed declaration shall be sufficient to fulfil this obligation and related provisions in Regulation 51 of the Civil Aviation Security Regulations, 2015).*

2.2 An ASSP shall ensure that -

- (a) These instructions are adhered to;
- (b) A senior person (manager) is designated to coordinate and oversee the implementation of the contracted aviation security service(s);
- (c) all measures and procedures contracted out in order to ensure implementation of the relevant aspects of the client's security programme as contracted out are implemented in order to safeguard civil aviation against acts of unlawful interference;
- (d) orders, circulars and directives issued by the Authority under regulation 7 of the regulations are complied with;
- (e) the relevant aspects of the Airport Security Programmes of the airport(s) from which the ASSP operates are adhered to;
- (f) during recruitment and selection procedures for security personnel to be deployed for aviation security service, initial and recurrent background checks are conducted as appropriate;
- (g) personnel who are engaged to provide aviation security service are appropriately trained to offer services that meet the requirements of the client and standards expected by the Authority;
- (h) where screening is to be conducted by the ASSP, such service is carried out by screeners who have been appropriately certified by the Authority.

2.3 The ASSP should note that where there's conflict between the provisions of the security procedures of the ASSP and that of the client or of the airport of operation, the provisions of the latter shall prevail.

2.4 Security procedures for ASSPs shall meet the client's requirements and shall

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have the primary objective of safeguarding civil aviation against acts of unlawful interference.

- 2.5 a declaration at the end of these instructions is signed by an accountable person on behalf of the ASSP;
- 2.6 the ASSP ensures that such "Instructions for ASSPs" are communicated to all staff deployed on an aviation security service.

**3. Documents to be provided to the Client(s) by the ASSP:**

The ASSP shall provide to its client(s) the following:

- 3.1 Valid certificate or authorization from KCAA for the service to be provided;
- 3.2 List of security personnel and their training and certification records (*as appropriate*);
- 3.3 Proof that the security personnel deployed/to be deployed for the aviation security service have undergone satisfactory background checks, and at a minimum, provide a valid police clearance certificate.
- 3.4 Copy of this instructions and signed declaration.

**4. Personnel Requirements:**

**4.1 Staff:**

- (a) **Pre-Employment Background Checks** - The integrity of all staff recruited or deployed for aviation security service shall be required and verified. Verification shall include a background check to include criminal record, educational background, and employment history. This shall further be substantiated by at least a check of the identity (e.g. national identity card, driving licence or passport), a check of the curriculum vitae, completed job application form and confirmation from the references provided.
- (b) **Recurrent background checks** – shall be conducted on a frequent basis, i.e. annually for security personnel deployed for aviation security service, and records kept for inspection.
- (c) **Training** - All staff providing aviation security service shall be properly sensitized and provided with function-specific training so as to be aware of their security responsibilities as set out in these instructions and the security programme of the client. The training shall be in line with the approved security training programme of the client for such service/area of deployment.
- (d) **Certification** – All personnel conducting certifiable functions shall be required to undergo certification by the Authority before being deployed to carry out their duties. ASSPs shall ensure this is adhered to.

**4.2 Responsible Nominee**

- (a) At least one person responsible for the application and monitoring of these instructions shall be nominated as a 'responsible nominee'. He/she shall be the contact person as well as liaison between the Authority, the ASSP and the Client(s).
- (b) The 'responsible nominee' shall be fully conversant with all of the ASSP's aviation security responsibilities and obligations and ensuring their implementation.

**5. Certification / Recertification Requirements**

**5.1 Qualification** – Certification shall be for those entities prospective or involved in the provision of an aviation security service to operators (see definition of operator above).

An ASSP should provide any or a combination of the following aviation security services at the Airport / Aircraft Operational areas / Air Navigation facility / Regulated Agent facility / In-flight Catering facility and/or other Aviation-related facility / Vulnerable Point:-

- (a) Access control (for persons and vehicles)
- (b) Access control (persons only)
- (c) Screening/searching of persons and vehicles
- (d) Screening/searching of persons only
- (e) Screening/searching of cargo
- (f) Screening/searching of baggage
- (g) Protection of screened cargo
- (h) Protection of screened baggage
- (i) Protection of aircraft on ground or aircraft maintenance facility
- (j) Protection of air navigation facility or aviation-related vital installations at/near/off airport
- (k) Patrols, surveillance (CCTV) and alarms
- (l) Escort or conveyance/transport of screened baggage
- (m) Escort or conveyance/transport of screened cargo
- (n) Escort or conveyance/transport of secure in-flight supplies and stores.

*Note: The ASSP provides these services on behalf of the Operator as appropriate.*

**5.2 Certification** – Application for certification shall be conducted by a prospective ASSP atleast 90 to 60 days before intended service provision or operation.

The application shall be made to KCAA using the provided standard format and the following documents provided by KCAA, shall be duly completed and attached:-

- (a) ASSP Validation Form (*AVSEC Form-024*);
- (b) Document Evaluation Checklist;
- (c) Signed Declaration of Commitment (*after reading the Instructions for ASSPs*);
- (d) Attachments of copies of the documents stipulated in the checklist (*for verification, originals may be inspected on-site*).

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5.3 **Recertification** – shall be conducted either once a year or after two years depending on the validity of the ASSP's certification that was initially applied for. The application for recertification of the ASSP should be made atleast one month before expiry of the certificate using a similar standard form and attaching completed forms as provided in paragraph 5.2 above.

**6. Internal and External Quality Control / Assurance**

6.1 The Authority's Aviation Security Inspectors shall conduct unannounced inspections on ASSPs and their clients to verify compliance with these instructions and the client's approved security programme.

6.2 The client is obligated to conduct monitoring activities on the ASSP and ensuring that internal inspection reports (by client and/or self) are kept for inspection purposes by the Authority.

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**Declaration of Commitment for ASSPs**



Date: .....

On behalf of ..... *(name of company)*

of ..... *(company address\*)*

I..... *(name of company representative)*

Hereby declare that:

- 1) I have received, read and understood the 'Instructions for ASSPs' issued by the Kenya Civil Aviation Authority (KCAA);
- 2) I will ensure that these instructions are communicated to the responsible nominee and all staff deployed in the provision of aviation security service;
- 3) I will ensure that a satisfactory service is provided to the clients in line with their approved security programmes or stipulated requirements;
- 4) I accept to abide by any orders or directives that shall be issued by the Authority from time to time;
- 5) I shall ensure that all security personnel providing aviation security service are provided with the relevant training, certified by KCAA as appropriate and are subjected to recurrent background checks and records kept for inspection;
- 6) I accept that the client and the Kenya Civil Aviation Authority Aviation Security Inspectors may conduct announced or unannounced inspections and system tests to verify compliance with the 'Instructions for ASSPs' and client security programmes.

Name: .....	Address: .....
Telephone: .....	Email: .....
Position in company: .....	Signature: .....

