

## Appendix 20 of NCASTP

### CRITERIA FOR AVSEC INSTRUCTOR APPROVAL

*(Developed in order to guide in the implementation of the provisions of Regulation 22(4)&(5) of the Civil Aviation (Security) Regulations 2015)*

*Note: This section shall be read with sections 10.1 and 10.2 of the NCASTP.*

The following procedure shall be followed by applicant(s) wishing to be designated by KCAA as Aviation Security Instructor(s):-

- 1) Candidates shall ensure that they first meet the minimum qualifications and criteria defined for Aviation Security Instructors as provided in section 4.12 of the NCASTP, i.e.-
  - a) Minimum of 3 years' experience in aviation security or adequate knowledge and skills in the work environment and security elements to be taught;
  - b) Knowledge of aviation security regulations, procedures and practices;
  - c) Knowledge and competency in the subjects/courses he/she is to offer instruction. The instructor shall not conduct a course/subject that he/she has never undergone or qualified in;
  - d) Relevant training in aviation security course(s) conducted by qualified/approved trainers in an institution/firm that is recognized/accredited by ICAO, IATA, KCAA or other Appropriate Authorities within the State where offered, to include, as minimum:-
    - (i) AVSEC Basic 123;
    - (ii) AVSEC Instructors 123 or its equivalent.
  - e) Proof of a successful background check within the preceding two years.

#### **Critical Considerations**

- a) AVSEC Trainers are required to be subject matter experts (SMEs) in the area/courses they wish to facilitate;
- b) A trainer shall not be authorized to conduct a course he/she never successfully completed (i.e. if he/she failed in the course or never did it in the first place);
- c) Having conducted a certain course before (without proof of ever undergoing training in it) shall not be considered as a qualification for approval to conduct it;
- d) Approval is not equivalent or a substitute to Instructor Certification. Candidates who are not certified shall still be required to undergo AVSEC Instructor certification.

*Applicants may be Training Institutions, Organizations operating within civil aviation, Aviation security consultancy firms or individuals.*

- 2) Applications from organizations/institutions (training institutions, operators within civil aviation, consultancy firms) shall enclose/attach, as a minimum, the following documents to the application letter:-
  - a) Company Profile;
  - b) Copy of Certificate of Incorporation;
  - c) Copy of Tax Compliance Certificate;
  - d) Proof of accreditation by relevant government institution;

- e) Trainer(s)' Profiles/CVs;
  - f) List of AVSEC courses to be conducted by the listed Trainer(s);
  - g) Duly completed KCAA's National AVSEC Instructors Personal Data Collection Form (by all listed trainers);
  - h) Copies of Certificates for AVSEC courses attended by the listed candidate(s) including certificate/testimonials to prove competence/skills as Instructor(s);
  - i) Copies of candidates' ID cards/Passports.
- 3) Applications shall be accepted from individuals working with organizations/institutions actively involved in civil aviation and related services with the following documents attached to the application letter:-
- a) Trainer's Profile/CV;
  - b) Approval letter from the organization;
  - c) List of aviation security courses to be conducted by the listed Trainer;
  - d) Duly completed KCAA's National AVSEC Instructors Personal Data Collection Form;
  - e) Copies of Certificates for AVSEC courses attended by the candidate including certificate/testimonials to prove competence as Instructor;
  - f) Copy of candidate's ID card/Passport.
- 4) The application(s) shall be submitted to the following address for evaluation:
- The Director General  
Kenya Civil Aviation Authority  
P.O Box 30163 00100  
Nairobi.
- Attention: Manager, AVSEC Policy and Regulation
- 5) The application shall be evaluated using a checklist within a period not exceeding 30 days from the date of receipt of the application.
- 6) Applicant(s) shall be notified on the findings of the evaluations process (whether successful or not) and of the recommendations that need to be considered by the applicant(s) (where applicable).
- 7) Application(s) that meet the requirements shall be processed by assigned Inspector(s) as necessary and recommendations made to the DASSR through H/ASOU for issuance of the approval.
- 8) Once the application is approved by DASSR, a certificate or letter of authorization shall be issued to the applicant as appropriate.
- 9) Applicants shall be required to pay the prescribed approval fee before collection of the certificate or authorization letter from KCAA.
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