



**GUYANA CIVIL AVIATION
AUTHORITY**

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**GCAA
ADVISORY
CIRCULAR**

**AVSEC/FAL
AC NO: AVSEC/AC/TR1**

**SUBJECT: AVIATION SECURITY TRAINING APPROVAL
REQUIREMENTS**

DATE INITIATED: February 19,
2018

INITIATED BY: AVSEC/FAL

A. Purpose

This Advisory Circular (AC) provides information to stakeholders on the standards and requirements for approval of aviation security training courses in Guyana. This advisory circular is given force of law under the Civil Aviation Security Regulations (2004) and the National Civil Aviation Security Programme (NCASP).

B. General Information

Airport operators, airline operators, cargo companies, regulated agents, air navigation services, security service providers, catering companies, or any other aviation stakeholder shall arrange aviation security training courses that are compliant with the requirements of the National Civil Aviation Security Training Programme and the National Civil Aviation Security Programme and this Advisory Circular for all employees engaged in civil aviation operations.

Stakeholders shall deploy only employees whom have been subjected to an approved aviation security training course where a mark of not less than 80% or above would have been obtained.

C. Relevant References

1. Guyana Civil Aviation (Security) Regulations 2004
2. Guyana Civil Aviation Act (2000)
3. Guyana National Civil Aviation Security Programme (NCASP)
4. Guyana National Civil Aviation Security Training Programme (NCASP)

D. Contact Information

- **Approving Designation:** Director General
- **Point of Contact:** Manager – Aviation Security
- **Appropriate Authority:** Guyana Civil Aviation Authority
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E. Aviation Security Courses which require approval by the GCAA

The Aviation Security (AVSEC) Courses (Initial and Recurrent) which require approval by the GCAA are as follows (but not limited to):

1. Basic Aviation Security Awareness Training for Airport employee
2. Security Training for Airline Security Personnel
3. Aviation Security Instructor Course/Workshop
4. Aviation Security Management Course/Workshop
5. Aviation Security Crisis Management Course/Workshop
6. Airport Security Supervisors Course/Workshop
7. Aviation Security Training for Air Crew
8. Passenger Pre-Screening Course/Workshop
9. Aircraft Search Course/Workshop
10. Aviation Security Screener Certification Course
11. Aviation Security Quality Control Course/Workshop
12. Hostage Negotiation Course/Workshop
13. Any other training course/workshop as determined appropriate by the GCAA.

F. Requirements for Aviation Security Training Approval in Guyana are as follows:

Requirements for Aviation Security Training Approval generally follows a five-step process. Aviation Security Training Courses which follow these steps will be recognized by the Guyana Civil Aviation Authority.

1. Step 1 - Inform the GCAA of intention to conduct AVSEC Training

- a) The Guyana Civil Aviation Authority must be informed in writing of the intention to conduct aviation security training in the Republic of Guyana.
- b) This must be done via a letter or email to the GCAA's Aviation Security Department.

2. Step 2 - Submission of Aviation Security Training Manual for Review

The Aviation Security Training Manual shall contain the following but will not be limited to:

- a) A general description of the scope of aviation security training of the Organization.
- b) A description of the applicant's training facilities and security training equipment.
- c) Organizational Structure for the implementation and management of aviation security training.

- d) The name, duties and qualification of the persons designated as responsible for planning, conducting and supervising training courses.
- e) The outline, lesson plans and instructor guides of all the training courses offered.
- f) Training forms to be used for recording participant's progress (Attendance list, On-the-Job Training Form & any other form utilized for training purposes).
- g) A description of the procedures used to establish and maintain the competence of instructional personnel to a level acceptable to the GCAA (participant feedback initiatives for assessing the quality of teaching by Instructors).
- h) A description of the method used for the completion and retention of the training records.
- i) A description of quality control measures proposed to ensure that training and instructional practices comply with all requirements contained in the Operator's Training Manual and the National Civil Aviation Security Training Programme.

3. Step 3 – Submission of Training Materials and Devices for Approval

- a) Draft PowerPoint slides of the proposed training course must be submitted for review and approval by the GCAA.
- b) Handouts, class demonstration, test pieces and other training materials which will be utilized in the classroom must be approved by the GCAA.
- c) Test Papers along with an answer sheet for grading of the course must be submitted for review and approval by the GCAA.
- d) Only approved training materials can be used for aviation security training purposes in Guyana.

4. Step 4 - Approval process for AVSEC Course Instructor

- a) The Instructor delivering aviation security training must submit an Instructor's Profile consisting of the following to the GCAA for review and approval before delivering the training course:
 - 1. Curriculum Vitae of Instructor
 - 2. Certificates of successfully completed courses in aviation security
 - 3. Experience as an Instructor
 - 4. Training Instructor Certificate of Approval by other Civil Aviation Authorities (if any)
 - 5. Any other relevant experience and qualification
- b) Aviation Security Instructors shall, at a minimum, possess the following:

- Holder of an academic degree or alternate qualifications in aviation security.
 - At least two (2) years' experience in aviation security operations; or
 - At least three (3) years' experience in any other aviation-related area such as airline or airport operations.
 - Aviation security instructors shall demonstrate skills capable to conduct Aviation Security courses based on ICAO standardized training packages (STP) - material based as well as instructor based.
 - Knowledge in the following areas:
 - (a) Overview of aviation security
 - (b) International conventions and protocols
 - (c) Security systems and access control
 - (d) Ground and in-flight security
 - (e) Pre-boarding screening
 - (f) Baggage and cargo security
 - (g) Aircraft security search and checks
 - (h) Weapons and prohibited articles or substances
 - (i) Use of electronic detection devices
 - (j) National regulations pertaining to AVSEC
 - (k) Surveillance/intelligence gathering
 - (l) Response to bomb threats or actual improvised explosive devices
 - (m) Response to unlawful interference - contingency plans
 - (n) Courtesy and behavior
 - (o) New and emerging threats to civil aviation including cyber threats and insider threats
 - (p) Other areas as specified by the GCAA to enhance security capabilities
- c) A Letter of Approval (or Provisional Approval) of the AVSEC Instructor will be granted should the Instructor meet the requirements.
- Provisional Approval is generally issued for a period of 3 – 6 months.
 - Official Approval is issued for a period of 1 year after the Provisional Approval period is completed.
- d) The operator must inform the GCAA of the dates for AVSEC training and facilitate the GCAA's attendance to evaluate the Training Course. Issuance of Official Approval is contingent on a favourable Training Course Evaluation.
- e) An Instructor can only conduct the AVSEC Training Course once approval is granted by the GCAA.


5. Step 5 – Ongoing GCAA Evaluation of AVSEC Training Courses

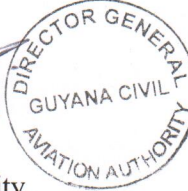
- a) During the training course, the GCAA's Aviation Security Inspectors shall conduct inspections of AVSEC training facilities and evaluate the Instructor's delivery of the training on a regularly basis to ensure the following are satisfied:
1. Competency and quality of teaching/instructional methods
 2. Depth of knowledge and expertise
 3. Currency and accuracy of aviation security course (technical content)
 4. The training complies with the National Training Programme
 5. The adequacy of training facilities and training equipment
- b) The GCAA will also monitor job performance and conduct surveys to evaluate the effectiveness of training and identify training related deficiencies.


6. Breach of Aviation Security Training Requirements

The Authority will not recognize or accept any aviation security related training conducted in Guyana unless all the training requirements are favorably satisfied following a thorough review and approval.

7. Authorizing Signatures


Lt. Col. (Ret'd) Egbert Field
Director General
Guyana Civil Aviation Authority




Mr. Abraham Dorris
Manager – Aviation Security
Guyana Civil Aviation Authority

