

**SUBJECT: AVIATION SECURITY SCREENERS
CERTIFICATION APPROVAL
REQUIREMENTS** **INITIATED
BY: MANAGER - AVIATION
SECURITY**

A. PURPOSE

This Advisory Circular (AC) outlines the standards and requirements for the approval of aviation security screeners certification and re-certification in Guyana and is given force of law under the Civil Aviation Security Regulations (2025) and the National Civil Aviation Security Programme (NCASP).

B. GENERAL INFORMATION

1. All aviation stakeholders, including airport operators, airline operators, cargo companies, regulated agents and security service providers, are required to adhere to the procedures herein for the recruitment, selection, training, certification, and re-certification of all screening personnel.
2. While stakeholders are responsible for conducting the training and certification of their screening personnel, all such certifications are subject to the final approval and oversight of the Guyana Civil Aviation Authority (GCAA).
3. No person shall perform any screening function at any airport in Guyana without a valid certification issued in accordance with this AC and the National Civil Aviation Security Screeners Certification Programme (NCASSCP).
4. An initial screener certification is valid for a period of twenty-four (24) months from the date of issuance, subject to ongoing GCAA oversight and satisfactory performance.

C. RELEVANT REFERENCES

1. Guyana Civil Aviation (Security) Regulations 2025
2. Guyana Civil Aviation Act (2018) Amendment 2024
3. Guyana National Civil Aviation Security Programme (NCASP)
4. Guyana National Civil Aviation Security Training Programme (NCASTP)
5. Guyana National Civil Aviation Security Screeners Certification Programme (NCASSCP)

D. CONTACT INFORMATION

- **Approving Designation:** Director General
- **Appropriate Authority:** Guyana Civil Aviation Authority
- **Address:** Lot 1 Craig and Middleton Streets
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E. THE SCREENER CERTIFICATION PROCESS

The certification of screeners follows a structured six-step process as detailed in the NCASSCP and outlined below:

1. Step 1- Recruitment & Selection

Prior to any training, stakeholders must ensure all candidates successfully complete a mandatory pre-employment and selection process in accordance with **Section 2 of the NCASSCP**. This process is designed to verify that candidates are of suitable character and integrity to be entrusted with aviation security screening duties, regardless of previous employment.

The following requirements must be met:

- a) **Application:** All candidates must submit a detailed application form providing full details on education, training, employment, and other relevant information. The form must include:
 - A declaration that the information is complete and accurate.
 - A declaration of no undisclosed criminal convictions (as allowed by law).
 - A declaration that misrepresentation is grounds for refusal, disciplinary action, or criminal charges.
 - An authorization for the employer to verify information with former employers, educational institutions, and personal referees.
 - The candidate's signature, with acknowledgement that false information leads to instant disqualification.
- b) **Age & Citizenship:** Minimum age of 18 and Guyanese citizenship or permanent residency with valid employment authorization.
- c) **Educational/Professional Criteria:** Minimum of three (3) CXC 'O' Level passes (Grade 1-3) or equivalent, one of which must be English. Proficiency in reading, writing, and speaking English is required. Computer literacy, basic security/military/police training, or ICAO STP knowledge are assets.
- d) **Physical & Health Criteria:** Candidates must be in good physical and mental health, certified by a certified Government Medical Officer. Standards include eyesight (vehicle number plate at 23m; labels at 30-50cm), colour perception, hearing, sense of smell, clear communication, endurance, strength (lift up to 50lbs), perception/concentration, and freedom from chemical dependency. Random medical/drug testing may be required by the Airport Authority or GCAA.
- e) **Security Clearance:** Candidates must possess a valid Police Clearance (renewable annually). A comprehensive 5-year background check shall be conducted, including identity verification, employment/education verification, counterterrorism checks, and neighbourhood checks. For candidates residing abroad for more than 6 months, foreign source verification must be obtained to the extent practicable.

Any gaps of one year or more in employment require alternative substantiation (e.g., referees, marriage certificate, social security/immigration documentation).

- f) **Interview:** A formal interview shall be conducted by a panel of responsible and suitably trained persons, which may include the Human Resource Manager, Screener Manager, and Aviation Security Manager.
- g) **Approval:** All final hiring decisions on a candidate's suitability must be approved by the Chief Executive Officer of the organization, based on full consideration of verification and background check results.
- h) **Disqualification Criteria:** Candidates shall be disqualified upon evidence of:
 - Association or involvement with terrorism or terrorist organizations.
 - Criminal records relating to narcotics trafficking.
 - Involvement in criminal activities (e.g., homicide, money laundering, violent crimes, sexual assault, theft, robbery, kidnapping, extortion, auto theft).
 - Other irregularities considered on a case-by-case basis.

2. Step 2- Initial Theoretical/Classroom Training

- a) A minimum of **40 hours** of formal classroom training must be completed.
- b) The curriculum must cover all topics listed in **Section 4.2 of the NCASSCP**.
- c) A written examination of at least 50 questions covering all classroom topics must be passed with a minimum score of **80%**.

3. Step 3- Initial Practical Training

- a) Training must include demonstrations and proficiency in using all screening equipment (X-ray, WTMD, HHMD, ETD).
- b) A practical examination, using GCAA-approved test objects, must be passed with a minimum score of **90%**.

4. Step 4- On-the-Job Training (OJT)

- a) Upon passing theoretical and practical training, a trainee must complete a minimum of **40 hours** of supervised OJT under a certified screener.
- b) OJT must be completed by type of screening function, which includes:
 - Passenger Screening
 - Cabin Baggage Screening
 - Hold Baggage Screening
 - Vehicle Screening
 - Cargo Screening
- c) The trainee's performance must be successfully evaluated by a supervisor.

5. Step 5- Certification and Re-Certification

- a) **Initial Certification:** Upon successful completion of Steps 1-4, the stakeholder certifies the screener.
- b) **Re-Certification:** Must be conducted at least every **24 months** and consists of:
 - A written exam requiring a **90%** pass mark.
 - A practical examination requiring a **90%** pass mark in each screening discipline for

which the screener is being certified. A failure in any single practical discipline constitutes a failure of the practical examination.

- A screener who fails any component of the re-certification process shall be immediately suspended from screening duties and must successfully complete the required re-training and re-testing.
- Re-certification does not require OJT.

c) Managerial and Supervisory Screener Certification

- Candidates for Screener Supervisor and Manager positions must meet the specific educational, experience, and training criteria outlined in **Sections 2.2 and 2.3 of the NCASSCP**.
- They must also be certified as screeners and demonstrate knowledge of national regulations, standard operating procedures, and specific managerial competencies as defined in **Sections 3.7, 3.8, and 3.9 of the NCASSCP**.

6. Step 6- Submission to GCAA for Verification and Approval

- a) The stakeholder must submit the screener's complete certification file to the GCAA for verification.
- b) As per **Section 4.5 of the NCASSCP**, the GCAA will verify the certification through one or more of the following methods:
 - Face-to-face interview with the candidate.
 - Interview with the instructor, supervisor, or manager.
 - Review of examination papers and training records.
 - Review of background checks and the personnel file.
 - Requesting a practical demonstration by the candidate.
- c) The screener is only considered fully certified and approved to perform duties once the GCAA has provided its verification and approval.
- d) The GCAA reserves the right to revoke, suspend, annul or void the certification of any screener based on misconduct, unethical conduct/behavior, medical grounds, negligence, carelessness, recklessness or dismissal, as specified in the NCASSCP.
- e) The GCAA will conduct regular inspections, tests, and audits of screener competency, training records, and programme implementation to ensure ongoing compliance with the NCASSCP.

F. ABSENCE FROM DUTY AND RE-INSTATEMENT

Stakeholders must adhere to the following requirements for screeners returning from extended absence, as per **Section 4.7 of the NCASSCP**:

1. Screeners and Screening Supervisors:

- a) **60-120 days:** Require **40 hours** of supervised OJT.
- b) **120 days to 6 months:** Require full recertification (recurrent training and testing).
- c) **More than 6 months:** Require full initial training and certification.

2. Screening Managers:

- a) **More than 12 months:** Require recurrent training consistent with the nature of their duties.

3. General:

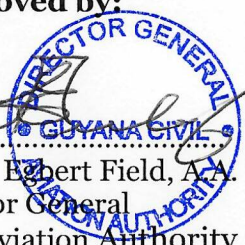
- a) Certification revoked due to misconduct or dismissal shall not be reinstated.

G. RECORD KEEPING

- 1.** Maintain comprehensive records of employment, training, certification, background checks, and performance appraisals.
- 2.** Use the Live Record Keeping Form found in ***Appendix E of the NCASSCP*** and submit it to the GCAA regularly.
- 3.** Retain all records for the duration of employment and for at least **five (5) years** after termination.
- 4.** All records shall be made available to GCAA Inspectors upon request.

Approved by:


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Lt. Col. (Ret'd) Ebert Field, A.A.
Director General
Guyana Civil Aviation Authority



Date: July 29, 2026