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GCAA ADVISORY CIRCULAR

AVSEC/FAL
AC NO: 001/21

SUBJECT: Guidelines for Approval of Aviation
Security Training Organizations
(ASTO)

EFFECTIVE June 21, 2021
DATE:
INITIATED BY: AVSEC/FAL

A. Purpose

This Advisory Circular (AC) provides information and guidance to prospective Aviation Security Training Organizations (ASTO) on start-up requirements to meet and maintain minimum standards of quality and integrity of training in aviation security related courses based on provisions of the National Civil Aviation Security Training Programme.

B. General Information

This document applies to all aviation security training centres, schools and institutions which shall offer and conduct aviation security training courses to both security and non-security personnel.

C. Relevant References

1. Guyana Civil Aviation (Security) Regulations 2004
2. Guyana Civil Aviation Act (2018)
3. Guyana National Civil Aviation Security Programme (NCASP)
4. Guyana National Civil Aviation Security Training Programme (NCASTP)

D. Contact Information

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| 1. Approving Designation: | Director General |
| 2. Point of Contact: | Director, Aviation Safety and Security |
| 3. Appropriate Authority: | Guyana Civil Aviation Authority |
| 4. Address: | 73 High Street, Kingston, Georgetown, Guyana |
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E. Aviation Security Training Organizations (ASTO)

An ASTO is any organization or entity approved by the GCAA to deliver specific aviation security training programmes to aviation security personnel and other personnel who need security aviation training, in accordance with the requirements of this NCASTP and any other directives issued by the GCAA.

F. Application Process

The GCAA shall be responsible for the approval of all Aviation Security Training Organizations (ASTO) in Guyana. The procedure is as follows.

1. **Letter of Intention along with Business Proposal:** As a prerequisite to the approval process, the security training organization should demonstrate that it is staffed with qualified personnel, equipped and will operate in a manner conducive to achieving required standards. This must be demonstrated through the submission of a Business Proposal and a letter of intention to the GCAA.

The Business Proposal shall contain at minimum but will not be limited to: Business Description; Market Analysis; Marketing Strategy; Projections for Financial Performance over a period of three (3) years; and a SWOT Analysis.

2. **Submission of an Aviation Security Training Procedures Manual:** The Aviation Training Organization shall submit to the GCAA an Aviation Security Training Procedures Manual containing the following but will not be limited to:
 - a) General information including the name of the organization, its certificate of registration/incorporation and the details (name, designation, address and contact numbers) of the accountable person(s).
 - b) Compliance Statement signed by the accountable person(s) on behalf of the applicant's organization which must include the means and methods for ensuring ongoing compliance with the NCASTP and Aviation Security Regulations.
 - c) List of Effective Pages, 'List of Amendments Page' and a section on the procedures to control the amending and distributing of the training and procedures manual.

- d) Organizational Chart showing Management and staffing. This must show initial staffing plans, along with prospective growth benchmarks for additional personnel (if required).
- e) The duties and responsibilities of all personnel involved in the management and administration of the Training Centre and delivery of Training Courses.
- f) Personnel policy and procedures, which should include, among other items, procedures for selecting, training and certifying the instructor to national standards.
- g) Training plans, syllabi and duration for each module of training.
- h) Review process of the contents of the syllabus and the frequency of the reviews to include new and emerging information and threats.
- i) Examination/Assessment policy and procedures for satisfactory completion of training courses, including the procedure for dealing with unsatisfactory performance on the training courses.
- j) Record and document management policy; and policy for confidentiality.
- k) Layout of training facilities; list of equipment used in the training facilities; location of training facilities; tenancy agreements for use of training facility; and service level agreements with aviation companies and third-party training providers.
- l) Training aids: ASTO should ensure that sufficient training aids are available. These training aids should be available at all training locations used by the ASTO.
- m) Feedback policy to monitor the quality of course content; course materials and assessments; course delivery; and the learning environment.
- n) Minimum list of items that should be included as appendices on each training course:
 - Course Slides
 - Tests and examinations
 - Example of competency certificate(s)
 - Example of instructor evaluation form

- Example of learner feedback form
- Example of training attendance register
- Training presentation slides
- Learner workbook
- Learner hand-out
- Instructor training guide.

3. **Submission of a Quality Assurance Manual:**

Quality assurance is the systematic monitoring and evaluation of the implementation of standards set out in the Procedures Manual to ensure compliance.

The ASTO shall submit to the GCAA a 'Quality Assurance Manual' containing the following but will not be limited to:

- a) The organization's quality assurance policy.
 - b) Allocation of responsibility for quality assurance.
 - c) Resources, organizational and operational processes.
 - d) Procedures to ensure conformity of training with the policy and the requirements of the Procedures Manual and the NCASTP.
 - e) Procedures for identifying deviations from policy and standards and taking corrective action.
 - f) The evaluation and analysis of experiences and trends concerning policy and training standards, in order to provide feedback into the system for the continual improvement of the quality of training.
 - g) Appendices to include forms and checklists used.
4. **Appointment of an Accountable Person:** The ASTO shall nominate an accountable person for ensuring compliance with the NCASTP and the requirements of the approval.
5. **Submission of Training Profiles for Aviation Security Instructors:** The ASTO is expected to ensure that sufficient trained and competent personnel are available for the continued effectiveness of the training and procedures manual and of its quality system. The instructors responsible for developing and conducting training shall be certified by the GCAA. The ASTO is expected to provide the number of national certified instructors appropriate to the size and scope of the training and procedures manual and scope of the approval.

6. **Facility Visit:** The GCAA shall conduct a facility visit to ensure that ASTO have access to facilities appropriate to the size and scope of the training and procedures manual provided in an environment conducive to learning. These facilities should include (but not be limited to):
- a) general areas which consist of sufficient:
 - office space for ASTO managerial, administrative and training staff
 - study and examination rooms
 - storage areas, including secure areas for training and personnel records.
 - b) rooms which are suitably organized by classroom, administrative office space and break-out rooms, etc.; and suitably furnished with desks, tables, podium, computers, etc.
 - c) classroom areas which are suitably equipped with training aids such as (but is not limited to) projectors, projector screens, white boards, speakers, etc., to effectively deliver the theoretical elements of the training programme.
 - d) practical training areas which are suitably designed and equipped with simulators or equipment to ensure that appropriate competencies can be attained.

G. Period of validity

Upon successful completion of the approval process, the GCAA shall issue a certificate of approval as an approved Aviation Security Training Organization (ASTO) in Guyana. The ASTO shall be permitted to conduct aviation security training for a period of two (2) years, as long as the conditions under which the approval has been granted are fulfilled.

H. Scope of approval

The Approval granted from GCAA shall be limited to the provisions in the approved Training Procedures Manual. The ASTO shall apply to the GCAA for any proposed amendments to the scope of their approval.

I. Oversight by the State - GCAA Training Evaluations/Inspections

GCAA is responsible for the national oversight of the ASTO. This consists of the approval process of an ASTO and training delivery after approval. The purpose of the

compliance monitoring activities is to ensure that the ASTO is operating within the terms of its approval. Compliance monitoring is an ongoing function that may include, but is not limited to, on-site inspections, audits and other compliance monitoring activities. The ASTO shall make provisions to accommodate GCAA's Inspectors for these activities.

J. Third Party Training Providers

The ASTO may outsource aviation security training to third-party providers, provided that they meet the standard requirements of the NCASTP. The ASTO must be able to demonstrate to the GCAA that the Service Providers will be able to conform to the ASTO's standards set out in the ASTO Approved Training Procedures Manual and the third-party service providers must be subjected to the ASTO's quality assurance manual. This arrangement must be approved by the GCAA prior to implementation.

K. Compliance

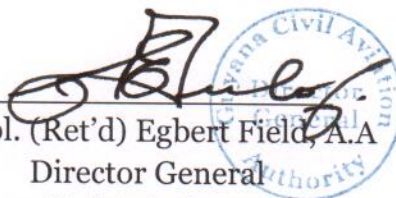
All aviation security training centers, schools and institutions are required to comply with the requirements of this Advisory Circular (AC). The Authority reserves the right to revoke any ASTO's Approval for poor training standards or the breach of any requirement of the NCASTP.

L. Authorizing Signatures



Mr. Abraham Dorris
Aviation Safety and Security Director (as)
Guyana Civil Aviation Authority

Guyana Civil Aviation
Authority
DIRECTOR
SAFETY & SECURITY.



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