



TECHNICAL GUIDANCE MATERIAL

for
On the Job (OJT)
Personnel

SUBJECT: TECHNICAL GUIDANCE MATERIAL FOR ON THE JOB (OJT) PERSONNEL

DATE: 22 January 2021

APPLICABILITY:

This Technical Guidance Material (TGM) applies to existing and new Aviation Security Screening Organizations (ASSO) and on the job (OJT) personnel to adequately perform the task of preparing new aviation security screeners for the workplace.

PURPOSE

The purpose of this TGM is to guide and assist new or current OJT personnel to guide and assist new screener prepare for the certification process requirements in order to maintain compliance in terms of SA-CARS-110 and SA-CATS-110. The document outlines the minimum criteria for organizations.

REQUIREMENTS.

ASSO are responsible for deploying certified ASS which are utilized for screening various areas of operation related to aviation operations. This guidance material will detail how best the OJT personnel can prepare new ASS for these functions

1. REFERENCES:

- i. ICAO Annex 17
- ii. Civil Aviation Regulations
- iii. Part 110 (SACARS and SACATS)
- iv. Part 109 (SACARS and SACATS)
- v. National Civil Aviation Security Programme

2. TERMS AND ABBREVIATIONS:

2.1 Terms

TERM	DEFINITION
Certification	A formal evaluation and confirmation by or on behalf of the appropriate authority for aviation security that a person possesses the necessary competencies to perform assigned functions to an acceptable level as defined by the appropriate authority.
OJT Personnel	OJT Personnel is the responsible person to facilitate a smooth transfer of what is learnt theoretically and practically too actual operations/working environment.
OJT Training	Is the practical application of the classroom training into the work environment. It offers a quick transition which ensures standardisation which is critical for in the aviation environment.
Screening	The application of technical or other means which are intended to identify and/or detect weapons, explosives or other dangerous devices, articles or substances which may be used to commit an act of unlawful interference.

Note: Certain dangerous articles or substances are classified as dangerous goods by Annex 18 – The Safe Transport of Dangerous Goods by Air and the associated Document 9284, and must be transported in accordance with those instructions

2.2 Definitions

ABBREVIATION	DESCRIPTION
AMD	Archway Metal Detector
ASS	Aviation Security Screener
ASSO	Aviation Security Screening Organisation
AVSEC	Aviation Security
CAR	Civil Aviation Regulations
CATS	Civil Aviation Technical Standards
DCA	Director of Civil Aviation
EDD	Explosive Detection Dog Team
HHMD	Hand Held Metal Detector
IED	Incendiary Explosive Device
M: PC	Manager: AVSEC Personnel Certification
M: AT	Manager: AVSEC Training
MOP	Manual of Procedures
OJT	On the Job Training
SM: TC	Senior Manager: Training and Personnel Certification
TIP	Threat Image Projection

3. CERTIFICATION OF AVIATION SECURITY SCREENER

3.1 Applicability

This part applies to all screening conducted at South African aerodromes with scheduled operations, regulated agents' facilities; air traffic control facilities; and catering facilities serving civil aviation.

3.2 Criteria for Certification

The South African Civil Aviation Authority (SACAA) sets the criteria that each applicant must comply with if such applicant requires to be a certified screener. No person shall act as a screener at a South African aerodrome with scheduled operations, air carrier or regulated agent unless such person is the holder of a valid screener certificate issued in terms of this part and is in the employ of an approved screening organization.

3.3 Requirements for OJT Personnel:

- 3.3.1 Matric or equivalent
- 3.3.2 A minimum of 2 years operational experience
- 3.3.3 Level 1 and 2 Training
- 3.3.4 Instructional Techniques
- 3.3.5 Assessor and/or Train the trainer
- 3.3.6 Coaching and mentoring

3.4 The duties of the OJT personnel include but are not limited to:

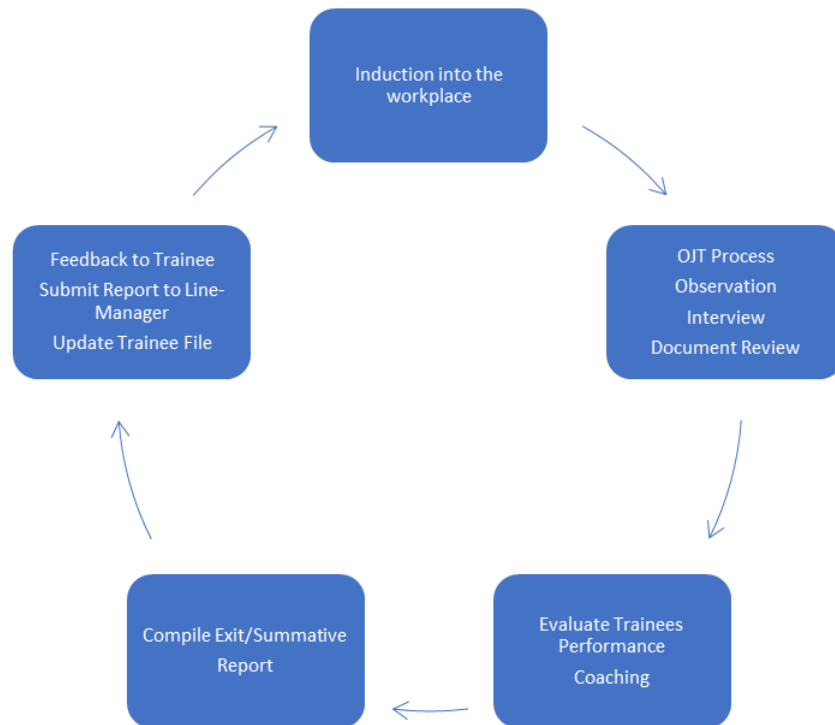
- 3.4.1 Conduct on the job training and remedial training
- 3.4.2 Sign off on the job training
- 3.4.3 Continuous Improvement training
- 3.4.4 Conduct precertification assessments
- 3.4.5 Competency reports including TIP analysis
- 3.4.6 Review and enhancement of OJT Tools
- 3.4.7 Train and instruct screeners on standard operating procedures, processes and updates thereof
- 3.4.8 Perform direct supervision of OJT
- 3.4.9 ensure that the candidate is competent prior to applying to SACAA for certification
- 3.4.10 Conduct training programme over a 10-day period
- 3.4.11 Practice and feedback sessions to increase employee competence and reducing cost associated with error and failure
- 3.4.12 One to one instruction to the individual

3.5 Career Development

The informal process will be allowed for a period of 24 months from the date of promulgation of the regulations. Thereafter, all OJT personnel will be required to have completed formal training listed below:

- a. **Instructional Techniques**-Different methods that an instructor/mentor adopts to teach a learner. These help learners become effective and independent e.g. Mind Maps, Observation, Note Taking, demonstration etc.
- b. **Coaching and Mentoring**-Aims to develop a skill and improve performance. It helps a new entrant to learn. A coach is a technical supporter, motivator and leader.
- c. **Assessor**-Key principles of assessment, Reliability, Fairness, Flexibility and validity

- d. **Train the trainer** -Train the Trainer course is to provide OJT personnel with the necessary skills and knowledge to deliver training. ... The course is designed for instructors or training specialists delivering lessons/presentations in training environment.



3.6 Accreditation of OJT Personnel

OJT personnel details will be submitted to the SACAA by each screening organization. OJT personnel that meet the minimum requirements and have attended the OJT workshop will be permitted to conduct their duties. The accreditation will be valid for 24 months. OJT personnel will be required to obtain the formal qualifications within 24 months from promulgation of the regulations. The accreditation workshops hosted by the SACAA are compulsory and will afford the OJT personnel a 24-month period validity on their accreditation. The accreditation is renewable every 2 years. Upon renewal the formal qualification will be expected to be produced. This will not supersede regulatory requirements relating to screening certification but will be an addition. Biannual forums will be introduced as part of the programme from 2021

4. Explosive Detection Dog Team (K9) Screening

The objective is to ensure the effective and efficient screening of cargo and luggage. Part 109.02.1 9 (c) “The maximum false alarm rate shall be no more than 10% and be measured on the performance of no less than 10 screening tests”. This means the EDD teams are only allowed 1 false alarm for 6 months assessment and also certification practical exam.

4.1 Primary functions to be performed by new K9 screener:

- a. Screening baggage for explosives odours at check points
- b. Training exercises
- c. Screening unattended bags or providing visible deterrence.

- 4.2 The OJT tool shall include but not be limited to the following: (Appendix A)
- a. Date and Time
 - b. Mentor and K9 particular
 - c. Mentee and K9 particulars
 - d. Area of operation
 - e. Cleared objects (Cargo or luggage)
 - f. Conduct a search with the aid of a trained sniffer dog
 - g. Search conducted systematically and in a well-planned manner
 - h. Search planned with safety and environmental factors taken into consideration
 - i. Methodology to be applied
 - j. Allowing the canine sufficient space when screening
 - k. Care and treatment of the canine
 - l. Observe change of behavior
 - m. Be able to make an informed decision

4.3 Methodology

- a. Mentor to conduct screening utilizing certified K9
- b. Standard Operating Procedure to be followed
- c. If the items being screened is clear, the mentee will screen using his/her assigned K9
- d. The search to be documented

5. Cargo Screening

OJT builds a security culture and increases situational awareness to ensure that we are internationally equipped to handle the high volumes of cargo passing through our airports. A layered security approach using different security methods are used and importance is emphasised to use visual inspections especially on live animals and thorough inspections of documentation (prevent smuggling of animals (lion cubs))

5.1 Primary functions to be performed by new Cargo screener:

- a. Induction training including SOP's
- b. X-Ray System and X-Ray Interpretation of images on an X-ray monitor and identify items that may be prohibited or dangerous.
- c. X-Ray enhancement key utilization
- d. Cargo/Luggage loading and search thereof,
- e. Cargo security declaration and seal verification
- f. Document verification namely: airwaybill, security declaration, signed declaration
- g. Check consignment for tampering and report to supervisor

5.2 The OJT tool shall include but not be limited to the following: (Appendix B)

- a. Maintain a log
- b. X-Ray Register
- c. Baggage Search Register
- d. AMD Register
- e. Occurrence Book
- f. X-Ray interpretation
- g. Use of the keyboard

- h. Identification of prohibited items/IEDs
- i. Emergency procedures

5.3 Methodology

- a. New screener to conduct screening utilizing x-ray equipment
- b. Standard Operating Procedure to be followed
- c. If the items being screened is too large for x-ray, demonstrate physical search
- d. The search to be documented

6. Vehicle and Access Control Screening (Appendix C)

The objective is to ensure that no unauthorized access is gained to the controlled and restricted areas. Access by persons, vehicles, and goods at airport are subjected to controlled security measures to avoid acts of unlawful interference.

6.1 Vehicle Screening OJT tool shall include but will not be limited to the following: (Appendix C)

- a. Request the driver of the vehicle to switch off the engine, engine compartment must be inspected
- b. Inspect the vehicle permit for validity and ensure that the registration on the permit corresponds with that of the vehicle.
- c. Ask the occupant(s) to disembark the vehicle and conduct an interior search, i.e. the compartments, under the seats, the boot and under the dashboard.
- d. Use search mirror to inspect the undercarriage and overhead mirrors
- e. The boot/luggage compartment must be searched every time a vehicle enters and leaves the restricted area
- f. Valid permit holders are allowed to enter, permit verification
- g. Drivers and occupant/s will be asked to declare firearms or any dangerous items or cameras in their possession.
- h. All metal objects must be removed prior to AMD screening. Alarm activation will be resolved by physical search or HHMD.
- i. Any prohibited items found during such a search must be confiscated
- j. The person in possession of the prohibited goods must remain at the post until the matter has been investigated. OB entry must be made outlining the circumstances
- k. Once the search has been completed successfully, access may be granted to the restricted area.

6.2 Access Control

- a. Permit verification/Types of permits
- b. XRAY machine should always be manned and rotation rule adhered to
- c. All personnel must be screened to gain access into the airside for operational duties
- d. Reflective jackets must be worn
- e. Never leave the access gate unattended
- f. Ensure that all gates/doors are secured
- g. Ensure adherence to SOP minimum requirement:
 - i. Equipment Testing (X ray- AMD- HHMD)
 - ii. Body searchers (male and female)/AMD functions
 - iii. Baggage loading
 - iv. X-Ray Operator
 - v. Screeners posted at an X-Ray machine shall rotate

vi. Baggage searcher

6.3 Access for emergency services

- a. The airport authority/responsible person will notify the access gate of the emergency
- b. The occupants of vehicles will declare the nature of emergency
- c. Emergency team will produce their Operational Certificates and proof of their identity

6.4 Methodology

- a. Registers must completed/signed and kept safe
- b. Ensure that entries are clear, detailed and well-ordered

7. Passenger and Cabin Baggage Screening (Appendix D)

The objective is to ensure the effective and efficient screening and control of movement of all passengers, permit holders and crew. To ensure that no unauthorised access/egress is granted to/from restricted area.

7.1 The Primary functions of the new screener are:

- a. Document Verifier
- b. Cabin baggage loader
- c. X-ray machine operator
- d. Physical body searchers
- e. Cabin baggage searchers

7.2 The OJT tool shall include but not be limited to the following:

7.2.1 Document Verifier

- a. Valid documents that permit access into the sterile area are permits, crew cards, pilot licences and boarding passes.
- b. Ensure permit users are correctly zoned for access into the area.
- c. Ensure the permit is valid and photo matches the user.
- d. Valid boarding passes are only allowed through security.
- e. Validity is verified by checking the date and flight details.

7.2.2 Baggage loader

- a. Will control passenger flow.
- b. Advise passengers of divestment and special screening requirements.
- c. Prevent people from carrying items beyond loading point.
- d. Position bags correctly on the conveyor and ensure no loose items.
- e. Maintain correct distance between bags of not less than 20cm and maximum 30cm.
- f. Ensure everything is screened.

7.2.3 X-Ray Operator

- a. Reads the images of the x-ray machine and selects bags for searches if they have prohibited contents or unclear images.
- b. Must be able to use all functionality of the keyboard.
- c. Attention to remain on the screen to avoid missing items that may require investigation.
- d. The belt must be stopped in case of emergency, build-up of bags, items caught on the belt etc.
- e. The 20-minute rotation period must be observed.
- f. Any bags with unrecognisable shapes or dark patches must always be selected for physical search.

7.2.4 Body Searcher

- a. Manual searches of persons shall be carried out to check for concealments.
- b. If an intensive search is necessary, it shall be carried out in private.
- c. Physical examinations of headgear, outer clothing etc., shall be conducted in a systematic way.
- d. Visual examination to detect unusual bulges and shapes.
- e. Special attention must be paid to areas like waistbands, covered legs, ankles etc.

7.2.5 Baggage Searcher

Manual search of passenger cabin baggage shall be carried out in the presence of the owner of the baggage as follows:

- a. The bag shall be opened by the passenger preferably and examined for false bottom.
- b. Pay attention to linings, seams, zips, studs to identify tampering.
- c. Contents of the bag shall be removed layer by layer.
- d. Electrical items shall be examined to ensure weight is not tampered, no additional power source etc.
- e. Attention shall be given to the contents of containers and bottles capable of holding volatile or flammable liquids.
- f. Searchers shall look for greasy stains and small holes and for smells.
- g. Screening officers shall ensure that the owner of the baggage does not interfere with the search process.

7.3 Methodology

- a. Observations in the various positions
- b. Interviews by means of a questionnaire
- c. Document reviews by inspecting rotation registers and occurrence books

8. Hold Baggage Screening (Appendix E)

One hundred per cent screening procedures in place at airports today are the legacy of the tragic loss of Pan Am 103 and help to ensure that such an atrocity cannot easily occur again. This means continuous pressures to enhance and improve the baggage handling process to deliver the highest levels of security and operational efficiencies ready to handle the detection demands.

8.1 The primary functions of the new screener shall be:

- a. Passenger Check-in demand capacity plans and

- b. Screening demand
- c. To understand the full holistic baggage and check-in operational requirements.

8.2 The OJT tool shall include but not be limited to the following:

- a. Understanding not just the baggage process but links with passengers, transit vehicles, ground support equipment and flights
- b. Baggage Make-up demand and capacity plans,
 - i. Standard Operating Procedures
 - ii. All screening levels
 - iii. Screening equipment
 - iv. Screening Methodology
 - v. Baggage Identification(tagging)
 - vi. Completion of all relevant documentation
 - vii. Communication procedures
 - viii. Reporting procedures
 - ix. Threat identification
 - x. IED components
 - xi. Restricted articles
 - xii. Visual inspection
 - xiii. Accurate x-ray image interpretation

8.3 Methodology

- a. Occurrence books
- b. Rotation registers
- c. Highest throughput rates
- d. Efficient operation

9. Terms and conditions for revocation/suspension of certification

9.1 As mandated by the (Appropriate Authority), the following shall serve as the basis for the revocation or suspension of a screener's certification:

- a. Inability to meet the certification requirements
- b. Disability based on medical grounds
- c. Contravention of Civil Aviation Legislation
- d. Criminal Conviction in respect of Schedule 1 Offence
- e. Criminal negligence of duty.

9.2 Whenever certification is revoked due to conditions cited above, recertification shall not be allowed.

10. Conclusion




10.1 The SACAA is committed to assisting all new and current ASSOs during the process of applying, renewing or updating the ASSO status, as well as ASS during initial certification or recertification.

10.2 Any queries or requests for further guidance as a result of this communications should be sent to:

- a. Ms Marche Arnold - M: PC on email Arnoldm@caa.co.za
- b. Ms. Petunia Yende – M:AT on email Yendep@caa.co.za
- c. Mrs Makhosazana Nkabiti - SM: TC on email Nkabitim@caa.co.za

10.3 OJT Champions Contact

NAME & SURNAME	OJT TOPIC	EMAIL ADDRESSES
Eleminah Mofzoa	K9 Screening	MofzoaE@caa.co.za
Thabang Kola		KolaT@caa.co.za
Antonia Damoense	Cargo Screening	DamoenseA@caa.co.za
Nthumeni Neshunzi		NeshunziN@caa.co.za
Amanda Twala	Vehicle and Access Control	TwalaA@caa.co.za
Thabo Setati		SetatiT@caa.co.za
Montgomery Koetaan	Passenger Screening	KoetaanM@caa.co.za
Milton Mogapi		MogapiM@caa.co.za
Zanele Zwane	Hold Baggage Screening	ZwaneZ@caa.co.za
Bongani Sibiya		SibiyaBo@caa.co.za

DEVELOPED BY:		
	MARCHE ARNOLD	22 January 2021
SIGNATURE OF M: PC	NAME IN BLOCK LETTERS	DATE
REVIEWED & VALIDATED BY:		
	MAKHOSAZANA NKABITI	22 January 2021
SIGNATURE OF SM: TC	NAME IN BLOCK LETTERS	DATE
APPROVED BY:		
PP 	LUVUYO GQEKE	22 January 2021
SIGNATURE OF E: AVSEC	NAME IN BLOCK LETTERS	DATE

APPENDIX A

Company
LOGO

Name of Organisation

Insert Name of Organisation

K9-Screener Certification OJT Tool

	K9 SCREENER CERTIFICATION OJT TOOL
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Employer name:	OJT personnel:	Telephone:
Trainee name:	ID no:	locations:
Beginning date:	End date:	Total training hours:

SKILLS TO BE DISPLAYED:	COMPETENT	NOT YET COMPETENT	COMMENTS
1. Learner understands purpose of screening? <ul style="list-style-type: none"> • Searching for threat items 			
2. Handler displays knowledge of searching? <ul style="list-style-type: none"> • Systematic search 			
3. Does the handler plan the search taking into consideration Environmental and safety factors? <ul style="list-style-type: none"> • Hazardous material • Injury situations • Threats 			
4. Handler present productive areas to the canine? <ul style="list-style-type: none"> • Zips • Handles • Consignment seams 			
5. Canine is utilized to locate substance while taking necessary steps to remove obstacles which may hinder the canine from detecting the substance?			

6. Understanding of procedure to follow upon discovering a suspect/ prohibited device? <ul style="list-style-type: none"> Understanding of standard operating procedure 							
7. Does the handler understand response procedure for suspicious items/bags <ul style="list-style-type: none"> Understanding standard operating procedure 							
8. Canine behavior is interpreted in order to facilitate and inform decision making?							
9. Handler able to conduct a search for substance with aid of a trained sniffer dog?							
10. Understanding of relevant documents? <ul style="list-style-type: none"> Airway bill Security declaration 							
11. Documenting the search? <ul style="list-style-type: none"> Occurrence book Pocket book 							
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; text-align: center;">COMPETENT</td> <td style="width: 25%;"></td> <td style="width: 25%; text-align: center;">NOT YET COMPETENT</td> <td style="width: 25%;"></td> </tr> </table>				COMPETENT		NOT YET COMPETENT	
COMPETENT		NOT YET COMPETENT					
SIGNATURE OF TRAINEE	NAME IN BLOCK LETTERS	DATE					
SIGNATURE OF TRAINER	NAME IN BLOCK LETTERS	DATE					

APPENDIX B

Company
LOGO

Name of Organisation

Insert Name of Organisation

OJT Cargo Screeners

OJT CARGO SCREENERS

1. Name and Surname of Trainee								
2. ID NO			3. Contact Number:			4. Email address		
5. Name and Surname of OJT Assessor								
6. ID NO			Contact Number:			Email address		
Trainee meets with requirements								
Attendance register and file Created for trainee								
Start Date:				Place:				
End Date:				Address:				
Trainee performance:	Day 1		Day 2		Day 3	Day 4		Day 5
Ensure that the position (sitting) of the screener is correct						Yes		No
Is operator concentrating on the monitor?						Yes		No
Is the belt stopped when suspicious articles is detected?						Yes		No
Does the operator communicate with baggage searcher regarding baggage to be searched?						Yes		No
How does the screener resolve the TIP images?						Yes		No
The X-RAY OPERATOR will be evaluated on the following after completing the OJT process								

Assessment Criteria Checklist:	Yes		No	
Screening utilizing x-ray equipment				
Know how to check that the machine is operational?				
Emergency buttons operational?				
Identified consignment screened?				
Is concentration on the monitor uninterrupted?				
Are suspicious objects identified?				
Is the supervisor informed when suspicious objects identified?				
Is the consignment moved to the search area?				
Is incident logged in occurrence register?				
X-Ray enhancement key utilization				
Is consignment searched in the presence of the supervisor?				
If the items being screened is too large for x-ray, demonstrate physical search?				
Cargo/Luggage loading and search thereof				
Are all compartments opened during a physical search?				
Did the searcher look for false compartments?				
Has the search been documented (if applicable)				
Emergency Procedures				
Documents are authentic and verified by inspecting by trainee:				
Air Waybill number?				
Security declaration?				
Consignment checked for signs of tampering?				
If found is correct process followed (supervisor notified timeously?)				
Declaration signed?				
The X-RAY OJT PROCESS				
Ensure machine is operational to adequate levels:				

X-Ray System and X-Ray Interpretation of images on an X-ray monitor and identify items that may be prohibited or dangerous				
Are all compartments opened during a physical search?				
Did the searcher look for false compartments?				
Has the search been documented (if applicable)				
Emergency Procedures				
Documents are authentic and verified by inspecting by trainee:	Yes		No	
Air Waybill number?				
Security declaration?				
Consignment checked for signs of tampering?				
If found is correct process followed (supervisor notified timeously?)				
Declaration signed?				
The X-RAY OJT PROCESS	Yes		No	
Ensure machine is operational to adequate levels:				
X-Ray System and X-Ray Interpretation of images on an X-ray monitor and identify items that may be prohibited or dangerous				
Operation of the X-Ray system (how to switch on a typical X-ray machine and operate it safely)				
X-Ray Keyboard keys utilization				
Cargo/Luggage loading and the search thereof				
Cargo security declaration and seal verification				
Does the operator concentrate on the monitor?				
Interpret images by conducting the following: 1. Organic striping? 2. Penetration? 3. Zooming? 4. Complex image analysis?				
Is the belt stopped when suspicious articles are detected?				
Does the operator communicate with baggage searcher regarding baggage to be searched?				
Does the operator adhere to the cargo safety rules?				
Does the operator adhere to the radio procedures?				
Does the operator recognition of suspicious activity and implement corrective actions?				
Does the operator adhere to the reporting procedures?				

Was all Standard Operating Procedure followed?				
Comments/Recommendations:				
Competent			Not Yet Competent	
SIGNATURE OF TRAINEE		NAME IN BLOCK LETTERS		DATE
SIGNATURE OF ASSESOR		NAME IN BLOCK LETTERS		DATE

APPENDIX C

Company
LOGO

Name of Organisation

Insert Name of Organisation

OJT Vehicle and access control

OJT VEHICLE AND ACCESS CONTROL

Vehicle and Access Control Screening														
On-The-Job Monitoring														
Organisation (Employer):					Location:									
Start Date:					End Date:									
The trainee was brief on the desired outcome for each area of competency of the on-the-job assessment.														
Name of Trainee (Employee)							Trainee Signature		Date					
	Name of Assessor							Assessor Signature		Date				
Permit verifier - Observation Checklist					DAY 1		DAY 2		DAY 3		DAY 4		DAY 5	
1.	Ensure that no unauthorised access/egress is granted to/from restricted area. (Specific Outcome)													
1.1.	Did the Security Screener verify the validity of the permits? (Assessment criteria)													
	Verified if valid documents that permit access into the sterile area are permits, crew cards, pilot licences										Yes		No	
	Verified if permit users are correctly zoned for access into the area.										Yes		No	
	Verified if permits are valid and photo matches the user.										Yes		No	
	Verified the validity of the permit and point of access										Yes		No	

	Select the types of permits verified √:	Personal Permit		Temporary Permit		Visitors Permit							
	Total Number of Boarding Passes:		Total Number of Permits:		Duration (Time spend):								
	Comments:												
Baggage loader - Observation Checklist			DAY 1		DAY 2		DAY 3		DAY 4		DAY 5		
2.	Load baggage for X-Ray screening. (Specific Outcome)												
2.1.	Did the Security Screener safely and efficiently control personnel flow and load personnel baggage for XRAY screening? (Assessment criteria)												
	Effective control of personnel flow to avoid and delays or congestion at the screening point.									Yes		No	
	Advised personnel of divestment and special screening requirements.									Yes		No	
	Prevent people from carrying items beyond loading point.									Yes		No	
	Positioned bags correctly on the conveyor and ensure no loose items.									Yes		No	
	Maintain correct distance between bags									Yes		No	
	Ensured everything is screened.									Yes		No	
	Total number of passengers:				Duration (Time Spend):								
	Comments:												
X-Ray Operator - Observation Checklist			DAY 1		DAY 2		DAY 3		DAY 4		DAY 5		
3.	Operate X-Ray machine effectively and efficiently (Specific Outcome)												
3.1.	Did the Security Screener safely and efficiently control personnel flow and load personnel baggage for XRAY screening? (Assessment criteria)												

	The screener is able to interpret images on the x-ray machine and selects bags with anomalies for physical searches.	Yes		No							
	The screener is able to use all functionality of the keyboard. (e.g. Zoom, Organic only and Organic Stripping)	Yes		No							
	The screener's attention remains on the screen to avoid missing items that may require investigation.	Yes		No							
	The screener stopped the belt in case of emergency, build-up of bags, items caught on the belt etc..	Yes		No							
	The screener rotates after every 20 minutes of performing x-ray screening at the central screening point.	Yes		No							
	The screener is able to identify and select bags with unrecognisable shapes or dark patches for physical search.	Yes		No							
	Total number of items:		Duration (Time Spend):								
	Comments:										
Body Searcher - Observation Checklist		DAY 1		DAY 2		DAY 3		DAY 4		DAY 5	
4.	Security Screener effectively and efficiently perform physical searches on a person. (Specific Outcome)										
4.1.	Did the Security Screener perform physical searches in a systematic manner? (Assessment criteria)										
	Manual searches of persons performed to check for concealments.	Yes		No							
	Did the screener perform intensive search were necessary in private? (if applicable)	Yes		No							
	All headgear, outer clothing was examined in a systematic way.	Yes		No							
	A visual examination was performed to detect unusual bulges and shapes.	Yes		No							
	Special attention was be paid to areas like waistbands, covered legs, ankles etc.	Yes		No							
	Total number of passengers:		Duration (Time Spend):								
	Comments:										
Baggage Searcher - Observation Checklist		DAY 1		DAY 2		DAY 3		DAY 4		DAY 5	
5.	Security Screener perform effectively and efficiently perform physical searches on cabin baggage. (Specific Outcome)										
5.1.	Did the Security Screener safely and efficiently control personnel flow and load personnel baggage for XRAY screening? (Assessment criteria)										
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	The personnel was asked to open the cabin bag to be examined.	Yes		No							
	The screener properly examined linings, seams, zips, studs to identify tampering.	Yes		No							
	All contents of the bag was removed layer by layer.	Yes		No							
	The electrical items are examined to ensure weight is not tampered, no additional power source etc.	Yes		No							
	The contents of containers and bottles are properly examined for volatile or flammable liquids.	Yes		No							
	The searchers looked for greasy stains and small holes and for smells.	Yes		No							
	The screening officers ensures that the owner of the baggage does not interfere with the search process.	Yes		No							
	Total number of passengers:		Duration (Time Spend):								
	Comments:										
Vehicle Screening - Observation Checklist		DAY 1		DAY 2		DAY 3		DAY 4		DAY 5	
6.	Security Screener perform effectively and efficiently perform vehicle permit check and search (Specific Outcome)										
6.1.	Did the Security Screener safely and efficiently vehicle search and permit checks (Assessment criteria)										
	Screener checks the details of the vehicle permit, Expiry date, Name of the company, Name of the airport, permit number, Vehicle make, Pre-fix and Registration	Yes		No							
	Screener conducts a visual inspection using Convex mirror – undercarriage and Concave mirror – Top level	Yes		No							
	Request driver to switch of the vehicle and all occupants disembark										
	Inspect all cabinets, boxes and tool cases thoroughly	Yes		No							
	Check the luggage and engine compartments	Yes		No							
	Driver and occupants directed to personnel screening point	Yes		No							
	Valid permit holders are allowed to enter, permit verification	Yes		No							
	Screener understands the emergency code system	Yes		No							

	Total number of passengers:		Duration (Time Spend):	
	Comments:			

Permit Verification

Method: Interview (Group or One on One)

Evidence: Questionnaire

What are the types of permits accepted at the Vehicle and Access Point to access and exit the restricted area?

- Personal Permanent Permit.
- Temporary Personal Permit
- Visitors Personal Permit.
- SACAA-authorized Permit.
- Crew card / License.

What are the different colours outlining the zones and to which area does each colour permit access to the holder?

- Green –Terminal Restricted Areas beyond security screening points.
- Red – Apron / Airside access.
- Blue – Baggage Make/Sorting Areas access.
- Purple – Cargo Area.
- Yellow – Manoeuvring Areas Taxi and runway access.

What action is required when confronted with the following situation at the Vehicle Access Point?

- Expired permit: Confiscate the permit and hand over to the supervisor.
- Zone violation: Refer the permit holder to the permit office.
- Invalid permit: Refer the permit holder to the permit office.
- Verification failed: Refer the permit holder to the permit office.
- Permit not enrolled: Refer the permit holder to the permit office.

What are the conditions specific to a temporary and visitor permit holder to be granted access/egress to the restricted area?

- Visitors permit: The holder must be escorted by one (01) permanent permit holder.

The details of the escorting person must appear on the visitor's permit.

Temporary permit: Holder of a temporary personal permit must be escorted at all times by a permanent permit holder.

Has the trainee demonstrated the ability to execute SOP effectively?				Yes		No	
Has the trainee demonstrated the ability to perform screening duties assigned to him/her at the screening point				Yes		No	
Trainee outcome:		Competent		Not Yet Competent			
Trainee Name and Surname:		Signature:		Date:			
Assessor Name and Surname:		Signature:		Date:			
Report Summary:							

APPENDIX D

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Company
LOGO

Name of Organisation

Insert Name of Organisation

OJT Passenger Screening

OJT PASSENGER SCREENING

Passenger and Cabin Baggage Screening OJT Tool													
On-The -Job Monitoring													
Organisation (Employer)						Location							
Start Date						End Date							
<i>The trainee was brief on the desired outcome for each area of competency of the on-the-job assessment.</i>													
Name of Trainee (Employee):				Trainee Signature				Date					
Name of Assessor				Assessor Signature				Date					
Document verifier - Observation Checklist				DAY 1		DAY 2		DAY 3		DAY 4		DAY 5	
1.	Ensure that no unauthorised access/egress is granted to/from restricted area. <i>(Specific Outcome)</i>												
1.1.	Did the Security Screener verify the validity of the boarding passes or/and permits? <i>(Assessment criteria)</i>												
	Verified if valid documents that permit access into the sterile area are permits, crew cards, pilot licences and boarding passes.							Yes		No			
	Verified if permit users are correctly zoned for access into the area.							Yes		No			
	Verified if permits are valid and photo matches the user.							Yes		No			
	Verified the validity of the boarding passes presented at the central screening point.							Yes		No			

Select the types of permits verified √:		Personal Permit		Temporary Permit		Visitors Permit	
Total Number of Boarding Passes:		Total Number of Permits:		Duration (Time spend):			
Comments:							
Cabin baggage loader - Observation Checklist		DAY 1		DAY 2		DAY 3	
2.	Load passenger cabin baggage for X-Ray screening. (Specific Outcome)						
2.1.	Did the Security Screener safely and efficiently control passenger flow and load passenger cabin baggage for XRAY screening? (Assessment criteria)						
	Effective control of passenger flow to avoid and delays or congestion at the central screening point.					Yes	No
	Advised passengers of divestment and special screening requirements.					Yes	No
	Prevent people from carrying items beyond loading point.					Yes	No
	Positioned bags correctly on the conveyor and ensure no loose items.					Yes	No
	Maintain correct distance between bags					Yes	No
	Ensured everything is screened.					Yes	No
	Total number of passengers:			Duration (Time Spend):			
Comments:							
X-Ray Operator - Observation Checklist		DAY 1		DAY 2		DAY 3	
3.	Operate X-Ray machine effectively and efficiently (Specific Outcome)						
3.1.	Did the Security Screener safely and efficiently control passenger flow and load passenger cabin baggage for XRAY screening? (Assessment criteria)						
	The screener is able to interpret images on the x-ray machine and selects bags with anomalies for physical searches.					Yes	No
	The screener is able to use all functionality of the keyboard. (e.g. Zoom, Organic only and Organic Stripping)					Yes	No
	The screener's attention remains on the screen to avoid missing items that may require investigation.					Yes	No
	The screener stopped the belt in case of emergency, build-up of bags, items caught on the belt etc..					Yes	No
	The screener rotates after every 20 minutes of performing x-ray screening at the central screening point.					Yes	No

	The screener is able to identify and select bags with unrecognisable shapes or dark patches for physical search.	Yes		No	
	Total number of items:		Duration (Time Spend):		
	Comments:				
Body Searcher - Observation Checklist		DAY 1		DAY 2	
4.	Security Screener effectively and efficiently perform physical searches on a person. <i>(Specific Outcome)</i>				
4.1.	Did the Security Screener perform physical searches in a systematic manner? <i>(Assessment criteria)</i>				
	Manual searches of persons performed to check for concealments.	Yes		No	
	Did the screener perform intensive search were necessary in private? (if applicable)	Yes		No	
	All headgear, outer clothing was examined in a systematic way.	Yes		No	
	A visual examination was performed to detect unusual bulges and shapes.	Yes		No	
	Special attention was be paid to areas like waistbands, covered legs, ankles etc.	Yes		No	
	Total number of passengers:		Duration (Time Spend):		
	Comments:				
Baggage Searcher - Observation Checklist		DAY 1		DAY 2	
5.	Security Screener perform effectively and efficiently perform physical searches on cabin baggage. <i>(Specific Outcome)</i>				
5.1.	Did the Security Screener safely and efficiently control passenger flow and load passenger cabin baggage for XRAY screening? <i>(Assessment criteria)</i>				
	The passenger was asked to open the cabin bag to be examined.	Yes		No	
	The screener properly examined linings, seams, zips, studs to identify tampering.	Yes		No	
	All contents of the bag was removed layer by layer.	Yes		No	
	The electrical items are examined to ensure weight is not tampered, no additional power source etc.	Yes		No	
	The contents of containers and bottles are properly examined for volatile or flammable liquids.	Yes		No	
	The searchers looked for greasy stains and small holes and for smells.	Yes		No	
	The screening officers ensures that the owner of the baggage does not interfere with the search process.	Yes		No	

	Total number of passengers:		Duration (Time Spend):	
	Comments:			

Permit Verification

Method: Interview (Group or One on One)

Evidence: Questionnaire

What are the types of permits accepted at the Central Search Point to access and exit the restricted area?

- Personal Permanent Permit.
- Temporary Personal Permit
- Visitors Personal Permit.
- SACAA-authorized Permit.
- Crew card / License.

What are the different colours outlining the zones and to which area does each colour permit access to the holder?

- Green –Terminal Restricted Areas beyond security screening points.
- Red – Apron / Airside access.
- Blue – Baggage Make/Sorting Areas access.
- Purple – Cargo Area.
- Yellow – Manoeuvring Areas Taxi and runway access.

What action is required when confronted with the following situation at the Central Search Point?

- Expired permit: Confiscate the permit and hand over to the supervisor.
- Zone violation: Refer the permit holder to the permit office.
- Invalid permit: Refer the permit holder to the permit office.

- Verification failed: Refer the permit holder to the permit office.
- Permit not enrolled: Refer the permit holder to the permit office.

What are the conditions specific to a temporary and visitor permit holder to be granted access/egress to the restricted area?

- Visitors permit: The holder must be escorted by one (01) permanent permit holder.

The details of the escorting person must appear on the visitor’s permit.

Temporary permit: Holder of a temporary personal permit must be escorted at all times by a permanent permit holder.

When a passenger arrives at the Central Screening Point with a boarding card, how will you ascertain the validity of the boarding pass?

Verify:

- Name of the passenger
- Flight number
- Destination
- Date and time

In the event of a power failure, how will you manually verify a passenger-boarding pass?

Check for airline stamp passenger boarding passes with “CIP” status allowing passenger through this point.

What action is required when the 2D barcode scanner give the following responses when scanning a passenger boarding pass?

Wrong terminal/ gate – direct the passenger to the right terminal.

Wrong airport – request for the valid boarding pass.

Incorrect flight data – conduct verification and call the supervisor.

Baggage Searcher

Method: Interview

Evidence: Questionnaire

What are the questions to be asked before conducting a cabin baggage search?

Is this your bag?

Are there any harmful or sharp objects inside the bag?

Did you pack the bag yourself?

Have you left the bag unattended at any stage?

Ask the passenger to open the bag.

Thank the passenger for their cooperation.

Baggage Searcher

Method: Document Review

Evidence: Recording/Entries in Rotation Register or Occurrence Book

Sampling the evidence, e.g. photocopy.

Has the trainee demonstrated the ability to execute SOP effectively?				Yes		No	
Has the trainee demonstrated the ability to perform screening duties assigned to him/her at the CSP?				Yes		No	
Trainee outcome:		Competent		Not Yet Competent			
Trainee Name and Surname:		Signature:		Date:			
Assessor Name and Surname:		Signature:		Date:			
Report Summary:							

APPENDIX E

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Company
LOGO

Name of Organisation

Insert Name of Organisation

OJT Hold Baggage Screening

OJT HOLD BAGGAGE SCREENING

Name of The Airport:				
Name of screening organisation:				
1.				
Section 1: Contact and OJT Information				
<i>Complete the contact information for the Employer and the Trainee.</i>				
Employer name:		Station:		
OJT delegated officer		Contact no:		
Trainee name:		Contact no:		
Beginning date:		End date:		
Screening area:		Total training hours:		
Section 2: Required Job Skills for Hold Baggage Screening				
SKILLS TO BE LEARNT		Please add comments on section 3 below about daily performance		
		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">COMPETENT</td> <td style="width: 50%; text-align: center;">NOT COMPETENT</td> </tr> </table>	COMPETENT	NOT COMPETENT
COMPETENT	NOT COMPETENT			

DAY 1	<p>Introduction to the Airport Environment</p> <ul style="list-style-type: none"> • SOP and other Working Documents • HBS Screening Levels (Explanation of the process) • Communication & Incident Reporting • Filing/documentation 		
DAY 2 – DAY 3	<p>Introduction to all screening equipment’s & Methodology</p> <ul style="list-style-type: none"> • Physical Inspection • Manual searches • Conventional X-ray equipment • ETD • EDDS • EDD 		
DAY 4	<p>Dealing with Hold Baggage of specific Categories of passengers</p> <ul style="list-style-type: none"> • Originating Passengers • Transfer/Connecting Passengers • Transit passengers • Crew members 		

DAY 5-DAY 6	<p>Passenger and baggage reconciliation</p> <ul style="list-style-type: none"> • Check-in Procedures • Baggage tags • Baggage sorting areas • Baggage loading procedures • Counting of bags • Communicating with check-in agents 		
DAY 7- DAY 9	<ul style="list-style-type: none"> • Screening of Hold Baggage and utilization of X-ray equipment • Recognition of firearms, explosives, incendiary devices and dangerous goods • Screening of oversized baggage 		
DAY 10	<ul style="list-style-type: none"> • Protection of screened baggage • Access control to areas where hold baggage is handled 		
Section 3: Daily Evaluation by OJT Provider			
DAY 1			

SIGNATURE OF OJT PROVIDER	NAME IN BLOCK LETTERS	DATE
DAY 4		
SIGNATURE OF OJT PROVIDER	NAME IN BLOCK LETTERS	DATE
DAY 5		

SIGNATURE OF OJT PROVIDER	NAME IN BLOCK LETTERS	DATE
DAY 6		
SIGNATURE OF OJT PROVIDER	NAME IN BLOCK LETTERS	DATE

Section 4: Performance Rating
4 (Good) 3 (Satisfactory) 2 (Improvement Needed) 1 (Unsatisfactory)

TOTAL HOURS SPENT ON OJT	
The trainee has completed successfully the OJT & is authorized to work as a screener as set by part 110 regulations and technical standards	
The trainee needs further training / OJT before being authorised to work as hold baggage screener	
The trainee is not fit to work as hold baggage screener	

Section 5: Signatures
1.
All parties declare that the training was done as per requirement of Part 110 of the Civil Aviation Regulations and can provide the evidence when required by the authorized office of the Regulator.

SIGNED AT		
TRAINEE SIGNATURE	NAME IN BLOCK LETTERS	DATE
OJT PROVIDER SIGNATURE	NAME IN BLOCK LETTERS	DATE
EMPLOYER SIGNATURE	NAME IN BLOCK LETTERS	DATE