

Documentary Requirements for Certification and Recertification of AVSEC Personnel

A. Aviation Security Screeners

I.a Initial Certification

For Grandfathering or experienced Screener Interim Certification – validity of Certification is one (1) year

- a. Letter of Intent/Endorsement from company/agency
- b. Resume or Curriculum Vitae
- c. Recent and Authenticated Photograph
- d. Transcript and Certificate of Attendance or Diploma
(At least senior high school; except covered by MC;
- e. Certificates of Completion of the following courses:
 - i. Basic AVSE Screener Courses/Screener Refresher Courses- for personnel assigned in the screening of persons, baggage, or cargo;
 - ii. Basic AVSEC Courses/AVSEC Refresher Courses – for personnel assigned in screening of vehicle and persons, or charge with access control of vehicles and persons;
 - iii. Basic X-ray Operation Courses/X-ray Refresher Courses – for personnel assigned in the screening of cargo and mail;
- f. Certificates Showing a minimum of one (1) year experience in aviation security or related field
- g. Very Satisfactory performance rating in his current position/designation for twelve (12) months
- h. Unimpaired vision and hearing ability
- i. Passed Ishihara Test
- j. Certified by his/her employer airport/aircraft operator or agent as having:
 - i. Good oral and written communication skills, unaffected by speech impediments;
 - ii. Good interpersonal skills as to maintain adequate customer service while ensuring that security functions are effectively performed;
 - iii. A healthy lifestyle without dependence on alcohol or illegal substances;
 - iv. Reasonable physical strength and ability to repeatedly lift and carry baggage or bend, reach, stoop, squat, and stand for prolonged periods;
 - v. Excellent physical and mental condition to be able to perform their duties to an adequate standard, as attested by a Department of Health-accredited medical unit;
 - vi. Satisfactory outcome of background check (*i.e.* national agency clearance such as NBI, RTC, Police, and Barangay clearance; the SOSIA license for security guards only)

1.b For Regular Screener Certification – validity of Certification is three (3) years

- a. Completion of Basic AVSEC Screeners/Basic AVSEC, and/or Basic X-ray Operation Courses plus all the requirements in Grandfathering

1.c Recertification

- a. Letter of Intent/Endorsement from company/agency
- b. Recurrent Annual Attendance of Training Certificates
- c. Recent Physical Examination Results

B. Aviation Security Screening Supervisors

I.a Initial Certification

For Grandfathering or experienced Supervisor Interim Certification – validity of Certification is one (1) year

- a. Letter of Intent/Endorsement from company/agency
- b. Certificate of one (1)-year teaching experience preferably in the field of civil aviation (Subject Matter Expertise)
- c. Working knowledge of air transport operations, including practices and procedures in the implementation AVSEC measures
- d. Very Satisfactory performance rating in his current position/designation for twelve (12) months, at the minimum, and completion of the basic aviation security training and refresher courses
- e. Knowledge of international regulations contained in ICAO Annex 17, and of the NCASP and its regulations;
- f. Certified from employer airport/aircraft operator or agent as having:
 - i. Adequate physical attributes particularly vision and hearing ability;
 - ii. Adequate communication skills (oral and written)
 - iii. Interpersonal traits such as integrity, good diplomacy, discretion and flexibility;
 - iv. Satisfactory outcome of background-check (*i.e.* national agency clearance such as NBI, RTC, Police and Barangay clearance; the SOSIA license for security guards only)

1.b For Regular Supervisor Certification – validity of Certification is three (3) years

- b. Completion of Basic AVSEC Training Courses and Refresher Courses plus all the requirements in Grandfathering

1.c Recertification

- a. Letter of Intent/Endorsement from company/agency
- b. Recurrent Bi-annual Attendance of Training Certificates

C. National Aviation Security Inspectors/Auditors

1.a Initial Certification - validity of Certification is one (1) year

- a. Letter of Intent/Endorsement from company/agency
- b. Résumé or Curriculum Vitae
- c. Recent and Authenticated Photograph
- d. Transcripts of Records and Diplomas for a Bachelor's Degree
- e. Employment Certificates Stating Two-Year Work Experience in the Civil Aviation Security or Relevant Field
- f. Completion of National Auditor / National Instructor Course
- g. Proof of Other Information for Verifying the Applicant's Identity
- h. Proof of Documents Showing Skills, Special Abilities or Other Application Relevant to the Performance of Aviation Security Duties
- i. National Clearances or Local Clearances (NBI, RTC, PNP, or BRGY)
- j. Employments Certificates Stating Two-Year Work Experience in the Civil Aviation Security or Relevant Field
- k. Designation as Team Leader for at least Two Years with Very Satisfactory Rating, If Applicable
- l. Eye Test Results
- m. Hearing Test Results
- n. Physical Check-Up Results

1.b Recertification

- a. Letter of Intent/Endorsement from company/agency
- b. Recurrent Bi-annual Attendance of Training Certificates

D. INSTRUCTOR

I. a Initial Certification for Aviation Security Instructors

For Grandfathering or experienced Instructor Interim Certification – validity of Certification is one (1) year

- g. Letter of Intent/Endorsement from company/agency
- h. Certificate of one (1)-year teaching experience preferably in the field of civil aviation (Subject Matter Expertise)
- i. Working knowledge of air transport operations, including practices and procedures in the implementation AVSEC measures
- j. Very Satisfactory performance rating in his current position/designation for twelve (12) months, at the minimum, and completion of the basic aviation security training and refresher courses
- k. Knowledge of international regulations contained in ICAO Annex 17, and of the NCASP and its regulations;
- l. Certified from employer airport/aircraft operator or agent as having:
 - v. Adequate physical attributes particularly vision and hearing ability;
 - vi. Adequate communication skills (oral and written)
 - vii. Interpersonal traits such as integrity, good diplomacy, discretion and flexibility;
 - viii. Satisfactory outcome of background-check (*i.e.* national agency clearance such as NBI, RTC, Police and Barangay clearance; the SOSIA license for security guards only)

1.b For Regular Instructor Certification – validity of Certification is three (3) years

- c. Completion of Basic Instructor course plus all the requirements in Grandfathering

1.c Recertification

- a. Letter of Intent/Endorsement from company/agency
- b. Recurrent Bi-annual Attendance of Training Certificates
- c. Certificate of Attestation Showing 120 Hours of Rendered Teaching Civil Aviation Security Courses