

Aviation security training

CAP 1170



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Enquiries regarding the content of this publication should be addressed to: avsec.training@caa.gsi.gov.uk
Aviation Security, Civil Aviation Authority, CAA House, 45-59 Kingsway, London, WC2B 6TE.

The latest version of this document is available in electronic format at www.caa.co.uk/publications

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Threat assessment – a training package

Copies of the distance learning material 'threat assessment – a training package' are available from the CAA. This is an updated version of DfT's 2003 publication 'bomb warning assessment'.

It is recommended that all threat assessors receive recurrent training on a regular basis. Given the changes to the package and value of regular recurrent training it is strongly encouraged that all threat assessors complete the package.

This training aid is only available to approved organisations and companies formally in receipt of directions under the UK National Aviation Security Programme (NASP), i.e. an airline, airport, listed cargo agent or in-flight supplies company. Please e-mail or post your request for copies of the threat assessment training package on company headed note paper to: avsec.training@caa.qsi.gov.uk

Aviation Security Regulation (training)
CAA House
45-59 Kingsway
London
WC2B 6TE

Changes to instructor certification – 1 September 2015

On the 1st September 2015 changes to qualifications required for instructors came into effect, setting the standard for the qualification required to attend the Aircrew and Ground instructor courses.

Please see the link below where you will more detailed information about the change to the process and how it will affect new instructors.

<http://webarchive.nationalarchives.gov.uk/20141202102510/http://www.caa.co.uk/default.aspx?catid=2770&pagetype=90&pageid=17057>

Any questions regarding attendance on any instructor course please email your query to the address below.

Avsec.training@caa.gsi.gov.uk

Aircrew instructors' course

(Mandatory for UK airlines and their agents)

The aim of the four day course is to provide aircrew aviation security instructors with the necessary information to enable them to train flight and cabin crews on aviation security. This will enable them to instruct staff on the appropriate measures to be taken to minimise the consequences of security incidents.

Please note that this course does not deliver any training in trainer skills. Before attending this course, delegates are expected to have successfully completed at least one of the following types of training:

- train the trainer; or
- teaching skills; or
- presentational skills.

Applications will not be accepted if the applicant cannot provide evidence to meet this requirement.

On completion of the course candidates will be provided with a booklet giving aims and objectives for providing aircrew training for airlines.

Due to the high demand for this course, applications will be prioritised with priority given to trainers who will then go on to deliver training in accordance with EC300, EU185 and the Single Consolidated Direction (aviation) 2010 (SCD). For this reason, we ask that applications are sponsored by the Security Manager of an organisation formally in receipt of directions. Applications will be accepted from applicants who will not be delivering training in accordance with the legislation mentioned above only when a course is undersubscribed.

Course cost

There is no charge for this course. However delegates will need to pay for their travel, subsistence and accommodation.

Course dates

- 8 - 11 February 2016
- 18 - 21 July 2016

Applications

To apply for a place on the aircrew instructors' course, please complete the application form for CAA training courses (available from the contents page under 'downloads') and submit it via a sponsor to: avsec.training@caa.gsi.gov.uk

Aviation Security Regulation (training)
CAA House
45-59 Kingsway
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WC2B 6TE

Recognition of firearms, explosives and incendiary devices

In addition, delegates must attend the 2-day recognition of firearms, explosives and incendiary devices (RFX) course which is held at any of the following:

- Redline Assured Security Ltd, Doncaster
- Manchester Airport Group, Manchester

Successful completion of this course is required for any trainer who will be delivering the RFX module of the mandatory syllabus for Aircrew security training. Delegates must apply for a place on the RFX course of their choice direct with the provider.

We strongly recommend attendance on the RFX course as soon as possible after attending an Instructors' course and preferably no longer than 3 months after. Note that trainers are not entitled to deliver the RFX module of any mandatory syllabus until they have completed the initial RFX course.

For further details of RFX courses including providers and costs please see the recognition of firearms, explosives and incendiary devices (RFX) section.

Ground security instructors' course

This 6-day course is mandatory for anyone who will be employed to deliver aviation security training to ground security staff at airports. It is also mandatory for any trainer delivering in-flight supplies security training or aircraft security training to ground-based staff (such as secure-clean contractors).

The course is designed to provide delegates with access to the information needed to design and deliver effective training to ground security staff. Delegates will gain an understanding of the aims and objectives of aviation security; the threat to civil aviation and the procedures in place to manage the risks to security. Successful completion of the course qualifies delegates to instruct ground security staff in aviation security.

Please note that this course does not deliver any training in trainer skills. Before attending this course, delegates are expected to have successfully completed at least one of the following types of training:

- train the trainer; or
- teaching skills; or
- presentational skills.

Applications will not be accepted if the applicant cannot provide evidence to meet this requirement. During the course, delegates will be required to deliver a short training session which will be assessed and will form part of the criteria for successful completion of the course.

Due to the high demand for this course, applications will be prioritised with priority given to trainers who will go on to deliver training in accordance with EC300, EC185 and the Single Consolidated Direction (aviation) (SCD). For this reason, we ask that applications are sponsored by the security manager of a directed party. Applications will be accepted from applicants who will not be delivering training in accordance with the relevant legislation mentioned above only when a course is under-subscribed.

NOTE: applicants who are unable to secure a place on this course should consider the aviation security managers initial training course (formerly known as level 3). Successful completion of the aviation security managers initial training course currently grants the same certification to act as a trainer of ground security staff as the aviation security ground instructors course. For further details on these courses please see page 30.

Course cost

Although there is presently no charge for this course this may change in the future. Delegates will be required to pay for travel, subsistence and accommodation.

Course dates

- 20 - 24 June 2016
- 14 - 18 November 2016

Applications

To apply for a place on the aviation security ground instructors' course, please complete the application form for CAA training courses (available from the contents page under 'downloads') and submit it via a sponsor to: avsec.training@caa.gsi.gov.uk

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CAA House
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WC2B 6TE

Recognition of firearms, explosives and incendiary devices

In addition, delegates must attend the 2-day 'recognition of firearms, explosives and incendiary devices (RFX) course' which is held at any of the following:

- Redline Assured Security Ltd, Doncaster
- Manchester Airport Group, Manchester
- Gatwick Airport Ltd

Successful completion of this course is required for any trainer who will be delivering the RFX module of the mandatory syllabus for aircrew security training. Delegates must apply for a place on the RFX course of their choice direct with the provider.

We strongly recommend attendance on the RFX course as soon as possible after attending an Instructors' course and preferably no longer than 3 months after. Note that trainers are not entitled to deliver the RFX module of any of the mandatory syllabus until they have completed the initial RFX course.

For further details of RFX courses including providers and costs please see the recognition of firearms, explosives and incendiary devices (RFX) section.

Recognition of firearms, explosives and incendiary devices (RFX)

The course is targeted at transport industry security instructors working for the following:

- airports;
- airlines and their agents;
- in-flight supplies undertakings;
- secure clean contractors;
- air cargo agents;
- ship and port operators and their agents;
- Channel Tunnel operators; and
- railway industry trainers

Attendance will enable trainers to organise and conduct initial and recurrent training courses in the recognition of firearms, explosives and incendiary devices for transport security personnel.

The duration is two days for the initial course or one day for the recurrent and is held at any of the following:

- Redline Assured Security Ltd, Doncaster
- Manchester Airport Group, Manchester
- Gatwick Airport Ltd

A test is given at the end of this course which candidates are required to pass.

ID card for the carriage of training aids

On completion of the course candidates may request an identity card in the event they may need to travel with training aids. However, this does not authorise the holder to carry training aids through an airport or seaport or on any aircraft or ship or through the channel tunnel. The holder will have to seek permission from the appropriate airport / seaport / channel tunnel security manager, airlines / shipping line / train operator and police before transporting any training aids.

The identity card is valid for three years from the date of completion of the course. At the end of the three years, instructors who need to renew the ID card are required to attend a

one day RFX refresher course to provide them with up to date information and new developments on firearms, explosives and incendiaries.

Course bookings

If you wish to attend a RFX course at any of the approved providers listed below, please contact the course provider direct and they will supply you with an application form. .

Approved providers of RFX courses

NB Please note that dates are no longer published for approved providers and you will need to contact the providers for all course details.

Redline Assured Security Ltd	Manchester Airport Group	Gatwick Airport Limited
Jim Termini The National Security Training Centre (NSTC) First Avenue Robin Hood Airport Doncaster South Yorkshire DN9 3RH Capital Place (CP) 120 Bath Road Heathrow UB3 5AN ☎+44 (0)1302 623262 Fax: +44 (0)1302 623355 admin@trustredline.co.uk NB training is split between 2 locations. Please contact the provider for further information.	Graham Hanson The Leaning Hub 1st Floor Olympic House Manchester Airport M90 1QX ☎0161 489 5786 graham.hanson@magairport.s.com <u>Curtis Walsh</u> <u>Stansted Airport Limited</u> <u>Enterprise House,</u> <u>Bassingbourn Rd</u> <u>London Stansted Airport,</u> <u>Stansted CM24 1QW</u> cutis_walsh@stanstedairport.com ☎+44 (0)1279 663160	Training Point Concorde House Gatwick Airport Gatwick West Sussex RH6 ODW ☎01293 505330 Mob: 07841 482848 gary.black@gatwickairport.com jo.buchan@gatwickairport.com

ICAO courses

A specialised agency of the United Nations, the International Civil Aviation Organization (ICAO) was created in 1944 to promote the safe and orderly development of international civil aviation throughout the world. It sets standards and regulations necessary for aviation safety, security, efficiency and regularity, as well as for aviation environmental protection. ICAO serves as the forum for cooperation in all fields of civil aviation among its 190 member states.

The network of Aviation Security Training Centre's (ASTC) has been extended to include Redline as the 23rd centre worldwide. A yearly ASTC directors meeting is organised to ensure effective communication between the Centre's and ICAO. During this meeting best practices are exchanged and contacts are made and maintained to ensure that further cooperation.

Besides the delivery of the ICAO sponsored training activities, ASTC's are also required to develop and deliver a yearly programme of regional aviation security courses adapted to the regional needs.

- For more information on ASTC Doncaster courses please e-mail ICAO@trustredline.co.uk

Training aids

NOTE: The training aids listed are only available to UK Instructors who have successfully completed the relevant training courses.

Please list the title(s) you require and either e-mail or post your request along with your company details to the address below. You are requested to read the information notes before placing any orders to ensure that you **only request** the titles required for the training that you deliver.

NB unless training is regularly carried out at more than one location simultaneously, or there is another good reason, we will not issue more than one copy per title. Orders will not be accepted unless accompanied with company headed requests.

avsec.training@caa.gsi.gov.uk

Aviation Security Regulation (DVD requests)
CAA House
45-59 Kingsway
London
WC2B 6TE

DVD request form

Title	Quantity
In-flight security	
Hijacking - the secure flight deck	
Disruptive passengers	
Red threat bomb warning	
Weapons and explosives	
Weapons of terrorism	
Explosive devices of terrorism	
Ground security	
Access control	
New screening methodology	
Barringer ionscan version; or	
Ion track itomiser version	
Hide and seek	
Searching and guarding aircraft	
Secure clean	
Triple A	
Screening techniques for passengers and staff	
Interpreting x-ray images (astrophysics e-scan colour)	
Security supervisor	
Security equipment test procedures	
Cargo security	
Air tight	
Courier security	

Air cargo security - working as a team	
Validation - a guide for consignors	
Airline catering security	
Ok to go	
English	
English (spoken) with punjabi subtitles	
English (spoken) with polish subtitles	
English (spoken) with russian subtitles	
General awareness and distance learning	
Handling telephone bomb warnings	
Hitting the target	
Threat assessment - a training pack	

Security DVD training catalogue

This series of training DVDs has been prepared to help in the training of security staff. The DVDs deal with ground security, explosives and firearms, in-flight security and air cargo security. They are intended for use by airlines, airport authorities, listed cargo agents and the transport security industry. DVD's listed in the catalogue may be obtained from the Transport Security and Contingencies Directorate, Training Section. All orders and information requests must be submitted on company letterhead to:

avsec.training@caa.qsi.gov.uk

Aviation Security Regulation (DVD requests)

CAA House

45-59 Kingsway

London

WC2B 6TE

NOTE: The format for all DVDs offered in this catalogue is PAL.

DVDs are supplied free of charge to UK airports, airlines, listed air cargo agents, and companies providing security training.

Unless training is regularly carried out at more than one location simultaneously, or there is another good reason, we will not issue more than one copy per title.

In-flight security

Title: **Hijacking: the secure flight deck**

Production date: 2003

Running time: 12 minutes

This title was produced to assist with the security training of cabin and flight deck staff to understand the importance of locking the flight deck door and as a training aid to dealing with hijacking.

Title: **Disruptive passengers**

Production date: 2003

Running time: 14.5 minutes

This title was produced jointly with the CAA to assist with the security training of cabin and flight deck staff to deal with disruptive passengers during a flight.

Title: **Red threat bomb warning**

Production date: 2000

Running time: 32 minutes

This title was produced to assist with the security training of cabin and flight deck crew members. It provides information on how to deal with bomb warnings on the ground and in the air and what to do if a device is found.

Explosives and firearms

Title: **Weapons of terrorism**

Production date: 2003

Running time: 14.5 minutes

This title was produced to assist with the training of security staff in the recognition of different types of weapons that could be used by terrorists. The film has been designed to use on training courses for security staff involved in the aviation, maritime and the Channel Tunnel.

Title: **Explosive devices of terrorism**

Production date: 2003

Running time: 15.5 minutes

This title was produced to assist with the training of security staff in the recognition of explosive (and incendiary) devices including their component parts. The film has been designed to use on training courses for security staff involved in the Aviation, Maritime, Channel Tunnel and rail industries.

Ground security

Title: **Access control**

Production date: 2003

Running time: 15 minutes

This title provides security staff including airline and airport personnel with information on the purpose, principles and methods of exercising access control at airports maritime and channel tunnel sites.

Title: **New screening methodology**

Production date: 2002

Running time: 20 minutes

NOTE: There are 2 versions of this DVD and you should use the one for that particular trace detection equipment that you have in operation at your location. There are the Ion Track Itemiser version or the Barringer Ionscan version. Please specify which copy you want.

This title was produced to assist with the training of staff undertaking security duties at transport locations where the New Screening Methodology is in use. This should include those staff loading the X-ray belt, X-ray screeners, staff operating trace detection equipment and undertaking hand searching, those staff body searching and supervisors and managers of the aforementioned staff. The objective of the film is to make the staff aware of what is involved with New Screening Methodology. This involves the operation of X-ray equipment with threat image projection (TIP), trace detection equipment and good teamwork and communication between all staff members.

Title: **Hide and seek**

Production date: 2005

Running time: 18 minutes

This title is a complete re-make of 'methods of concealment', first produced in 1987. It is suitable for all staff carrying out the searching by hand, both of people and their baggage, and features prohibited articles and dangerous goods.

Title: **Searching and guarding aircraft**

Production date: 2002

Running time: 7.5 minutes

This title provides security staff with information on how to conduct the search of an aircraft and maintain an effective guard. It is aimed at aircrew and other staff who carry out aircraft searches on the ground - there is a separate version of the film for staff who carry out a secure clean (see next page).

Title: **Secure clean**

Production date: 2002

Running time: 10.5 minutes

This title is aimed at cleaning staff who carry out the security search of an aircraft. It gives the staff information on how to conduct the security search of an aircraft.

Title: **Triple A – hold baggage reconciliation**

Production date: 2001

Running time: 24 minutes

This title is about hold baggage reconciliation in the aviation industry. It is a must for the training of Appointed Persons but will also be useful for baggage handlers, check-in staff and general security staff working airside. The film shows the importance of a good baggage reconciliation system and the possible consequences if the system is not properly adhered to.

Title: **Screening techniques for passengers and staff**

Production date: 1991

Running time: 11 minutes

This title provides search staff with information on the procedures for screening passengers and staff. It features practises for working with a walk through metal detector (WTMD) and hand held metal detector (HHMD), and shows examples of searches for men and women.

Title: **Interpreting x-ray images (astrophysics e-scan colour)**

Production date: 1991

Running time: 23 minutes

Part 1 of the film is designed to help operators to recognise x-ray images of a selection of prohibited articles and everyday items. Some examples are shown in isolation and some in bags. Part 2 of the film provides staff experience in deciding which bags to reject for hand search from a selection of x-ray images.

Title: **Security supervisor**

Production date: 1992

Running time: 17 minutes

This title provides support for the training of security supervisors. It is split into seven sections 'what is supervision?', 'leadership', 'situations and attitudes', 'awareness', 'standards', 'equipment' and 'responses' which are key elements of the supervisor's role. The film is designed to stimulate discussion amongst a group of supervisors as part of a structured training course.

Title: **Security equipment test procedures**

Production date: 1996

Running time: 17 minutes

This title has been produced to explain the key procedures used to test walk through metal detectors, hand held metal detectors and x-ray security equipment. It is of prime importance in aiding staffs' understanding of the effectiveness of the equipment. The film should be used to train staff within the aviation security industry, but can be used for staff in the maritime industry and channel tunnel operations.

Cargo security

Title: **Air tight**

Production date: 2008

Running time: 15 minutes

This film replaces 'stopping the rot'.

This film is intended to give an awareness of the air cargo security regime including transportation and the role of the known consignor, regulated agent and airlines. It focuses on the 3 main areas of the supply chain that carry SPX cargo and shows examples of good and bad practices. The film covers many of the teaching points contained in the air cargo training syllabus and is designed to be used in conjunction with and as a part of the training required by relevant regulation.

Title: **Courier security**

Production date: 1999

Running time: 20 minutes

This title illustrates the key principles of the air cargo regime in relation to couriers. The importance of individual's role in delivering secure air cargo is highlighted. The film has been produced to assist the provision of security training within cargo courier companies. It is intended for an audience of managers, warehouse staff, reception staff and drivers alike.

Title: **Air cargo security - working as a team**

Production date: 2005

Running time: 10.5 minutes

This title is an air cargo training film aimed at drivers as well as those working in a hub / warehouse showing how team working can prevent acts of unlawful interference.

Title: **Validation - a guide for consignors**

Production date: 2004

Running time: 12 minutes

This title is an air cargo training film aimed at companies whose premises are about to be validated by an approved validator.

In-flight supplies

Title: **OK to go**

Production date: 2006

Running time: 14 minutes

This title has been produced to take account of the new requirements of the single direction for in-flight supplies and stores which came into effect on 1 February 2005. It is designed to give staff of catering undertakings a general awareness of the security requirements associated with supplying catering supplies to airlines departing from a UK airport.

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General security awareness and learning packages

Title: **Handling a telephone bomb warning**

Production date: 2003

Running time: 8 minutes

This title provides guidance to personnel on how to handle a telephoned bomb warning. It provides information on techniques necessary to enable the recipient to be able to obtain as much information as possible so that an effective assessment of the warning may be made.

Title: **Hitting the target – DVD and notes for trainers**

Including A Security Exercise for Students

Production date: 2000

Running time: 17 minutes

This title was produced to assist with the training of all types of staff who work in an airport, seaport or channel tunnel environment, who are not directly responsible for security. The film was designed to be used as part of an induction-training programme for new staff or recurrent training for existing staff. This could include managers, contractors, caterers, cleaners, concessionaires, re-fuellers and engineers - in fact anyone who works at a transport location. Security staff will also be interested in the content.

The objective of the film is to make everybody who works at a transport location aware that it is in their interest to think about security. The film shows that when other staff have a security concern they should contact security staff. The more vigilant all staff are, the less opportunity there will be for terrorists to find a loophole in security.

Threat assessment - a training package

This training package has recently been updated to include all threats rather than just bomb warnings and is for managers in airports, airlines and the aviation cargo security industry who are nominated threat assessors. The package will take them step-by-step through the process of assessing a threat or bomb warning and show them how to use the threat assessment form to help them reach a logical conclusion.

There are four case studies to enable them to assess their ability and certificate of competence to be countersigned by the senior manager appointed to help with their training.

Other training aids

The training aids listed below are intended for use by airlines, airport authorities, listed cargo agents and the transport security industry. Please send any requests by fax or post to the address below.

NB Orders will not be accepted unless accompanied on company headed notepaper.

Aviation security training

E-mail: avsec.training@caa.gsi.gov.uk

Teaching booklets and syllabuses (only available to UK instructors who have attended mandatory courses).

- Aviation security managers' training (February 2011)
- Aircrew security training (June 2010)
- Ground security operative and supervisor training (May 2010)
- Airport supplies security training (June 2012)
- Triple a (June 2002)**
- General security awareness training (GSAT) (August 2010)
- In-flight supplies training (February 2013)
- Air cargo security training (regulated agent) (August 2014)
- Air Cargo (known consignor) security training (August 2014)

**Undergoing revision to reflect the EC300 changes.

- Threat assessment - a training pack
- Guidance on the use of threat image projection

Posters

- New inspectors pass available in PDF

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