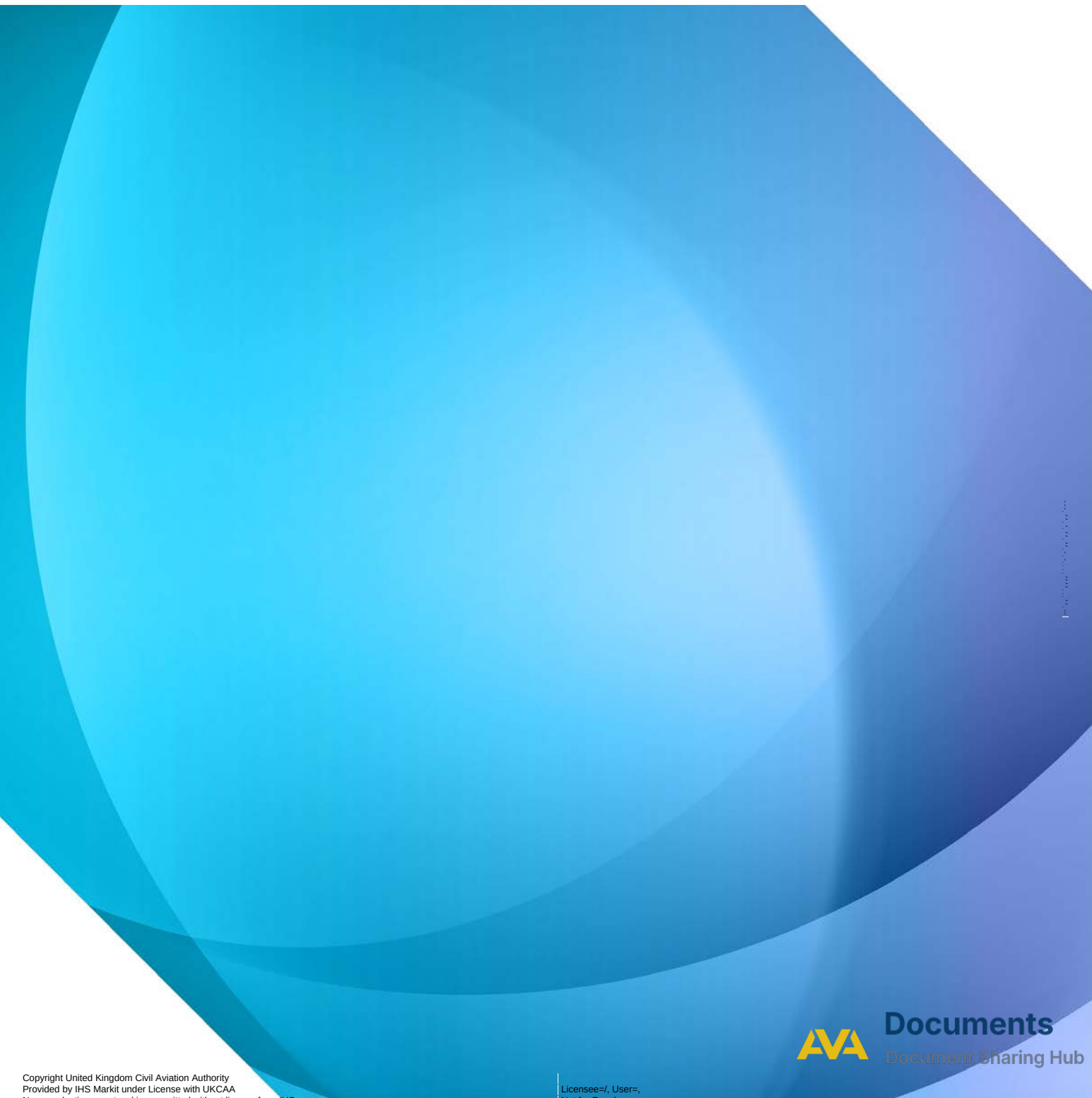


Aviation security training

CAP 1170



Published by the Civil Aviation Authority, 2018

Aviation Security
Civil Aviation Authority
CAA House
45-59 Kingsway
London
WC2B 6TE

You can copy and use this text but please ensure you always use the most up to date version and use it in context so as not to be misleading, and credit the CAA.

First published 2014
2nd Edition, March 2016
3rd Edition, April 2017
4th Edition, February 2018
5th Edition, April 2018
6th Edition, August 2018

Enquiries regarding the content of this publication should be addressed to: avsec.training@caa.gsi.gov.uk

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

Contents

Contents	3
Chapter 1	5
Instructor certification	5
Becoming a certified instructor and obtaining a CIN	5
Changes to instructor listings	5
List of certificated instructors	6
Quality Assurance Framework for Aviation Security Training	6
Chapter 2	8
Threat assessment – a training package	8
Chapter 3	9
Withdrawal of the Aircrew instructors' course effective 30 November 2017	9
Recognition of firearms, explosives and incendiary devices	10
Chapter 4	11
Withdrawal of the Ground security instructors' course effective 16 March 2017	11
Recognition of firearms, explosives and incendiary devices	11
Chapter 5	12
Recognition of firearms, explosives and incendiary devices	12
ID card for the carriage of training aids	12
Course bookings	13
Approved providers of RFX courses	13
Redline Assured Security Ltd	13
Manchester Airport Group	13
Gatwick Airport Limited	14
Heathrow Airport Limited	14
Chapter 6	15
ICAO courses	15
Chapter 7	16
Training aids	16
DVD request form	17

Security DVD training catalogue	18
In-flight security	18
Explosives and firearms	19
Ground security	19
Cargo security	22
In-flight supplies	23
General security awareness and learning packages	23
Other training aids	24
Posters	24
 Chapter 8	 25
Aviation security managers' training	25
 Chapter 9	 26
Air cargo security training	26
 Chapter 10	 27
In-flight supplies security training	27
 Chapter 11	 28
Training for the accounting and authorising of hold baggage (formerly triple A)	
new syllabus from 29 June 2017 - Baggage Reconciliation	28
 Chapter 12	 29
General security awareness training	29
Delivering a GSAT course	29
Recognition of competence to deliver GSAT	29
 Chapter 13	 32
Aircraft search training package	32
Recognition of Competence	32
 Chapter 14	 34
National x-ray competency test	34
Cabin baggage NXCT	34
Approved providers of the cabin baggage NXCT	34
Cargo NXCT	45
Approved providers of the cargo NXCT	45
Hold baggage NXCT	56
Approved providers of the hold baggage NXCT	56

Chapter 1

Instructor certification

Becoming a certified instructor and obtaining a CIN

UK aviation security instructors delivering training under the National Aviation Security Programme must be certificated by the DfT before they can deliver training. The DfT has made significant changes to the instructor certification process over the last 18 months and as part of certification, instructors are now issued with a unique Certified Instructor Number (CIN). To get a CIN, instructors must:

- Provide details and evidence of competence for each of the aviation security syllabuses which they plan to deliver training from¹; and
- Have successfully completed a Level 3 Award in Education and Training or equivalent;² and
- Have successfully completed a valid background check in line with EU regulations.

Applications for or questions about obtaining CIN numbers can be directed to the CAA at the following address: avsec.training@caa.gsi.gov.uk.

Changes to instructor listings

In the past separate listings for certified instructors for the training of Aircrew and Ground Security Operatives/Supervisors, Aviation Security Managers, Cargo (Regulated Agents and Known Consignors), In-flight supplies, and GSAT were shown on this webpage. Some of those lists covered all instructors, some only covered those who had requested their details be published. Now, all UK certified instructors whose details have been verified and given a Certified Instructor Number (CIN) will be listed with the following information displayed: name; CIN number; the syllabus(es) which the instructor is certificated to deliver. Please note that no contact or company details will be displayed.

Updated versions of the list will be published at the beginning of every month. Alterations will not be made to the published list until the next scheduled update but any instructors whose details are missing or incorrect should contact us at the e-mail address below in the interim period, to get their details added for when the next update is published:

avsec.training@caa.gsi.gov.uk.

¹ General Security Awareness Training (GSAT) is excluded from this – any certification also allows the instructor to deliver training from the GSAT syllabus

² More details on instructional techniques qualifications can be found below under the heading: [Changes to Instructor Certification – 1 September 2015](#).

Due to breadth of requirement for GSAT, persons or training entities may be given recognition of competence to deliver a GSAT course whilst not being certificated aviation security instructors. Information on those who have recognition of competence to deliver GSAT training can be obtained from the CAA.

List of certificated instructors

The list of certificated instructors can be found at: www.caa.co.uk/CAP1170.

Quality Assurance Framework for Aviation Security Training

The CAA is currently working with industry to implement a quality assurance framework for aviation security training – this follows our consultations in November 2017 and May 2018 on the proposed concept.

We are currently finalising the processes and will be communicating these as soon as they become available - we are working towards implementation in spring 2019. The two key elements of the framework are the registration of training providers and the self-assessment/external assurance process – please find further information on both elements below.

We have established a number of documents, forming part of the quality assurance process, and we would urge instructors and training organisations to review these ahead of the implementation in early 2019 to give themselves as much time as possible to become familiar with the new requirements.

Registration of Training providers

We will be introducing a registration system for training providers, with the definition of a training provider as follows:

A training provider under this framework is an organisation or independent instructor contracted by a directed entity (Airport/Airline/Cargo RA/IFS entity) to provide mandatory aviation security training services on their behalf. If training is conducted in-house by the directed entities' own staff, the entity itself is the training provider. All certificated instructors are required to be linked to a registered training provider - if they work as an independent instructor, they must register as their own training provider.

You do not need to register at the moment or return any documentation to us – we will send out further information about the registration process in due course.

Quality Assurance process

The quality assurance framework is based on supporting instructors and training providers to achieve and maintain a good baseline of training quality. The framework will be mandatory for training providers registered with us and includes two steps – a self-assessment stage and an external assurance visit. We would encourage providers to review the self-assessment as soon as possible to leave themselves good time until implementation to make any necessary changes.

1. Self-assessment by provider

Training provider should use the **Self-Assessment form** to review and assess their own training provision against the **Standards Specification document**. The **Quality Guidance Manual** is available as a reference document to guide you through the process, provide templates for you to use and adapt and give you useful hints and tips.

2. External assurance visit by CAA

Once the framework has been fully implemented in spring 2019 we will commence external assurance visits, using the completed self-assessment forms and the **External Quality Assurance Report form**. These visits will be phased in over time and we will publish more information on the process later this year.

Document links:

- [Quality Assurance Self-Assessment form](#) (Word document download)
- [Quality Guidance Manual](#)
- [Standards Specification for Quality Assurance Framework](#)
- [External Quality Assurance Visit report](#) (Word document download)

If you have any questions with regards to the Quality Assurance framework, please contact us on Avsec.qa@caa.gsi.gov.uk

Chapter 2

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'.

Given the changes to the package, which was last updated in 2014, we strongly encourage all threat assessors to review the latest material.

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. It is recommended that all threat assessors receive recurrent training on a regular basis.

Please e-mail or post your request for copies of the threat assessment training package on company headed note paper to: avsec.training@caa.gsi.gov.uk or

Aviation Security Regulation (training)

CAA House

45-59 Kingsway

London

WC2B 6TE

Chapter 3

Withdrawal of the Aircrew instructors' course effective 30 November 2017

Following a review of the certification process for Aircrew Security Instructors, DfT and CAA have agreed to the immediate withdrawal of the Aircrew Security Instructors course.

The new route to achieving the Aircrew certification is shown below.

New instructors are required to:

- Successfully complete aircrew security training in line with the DfT Aircrew Security training syllabus (note that where the candidate instructor has previously completed this course, provided they are in date with the recurrent training frequency it does not need to be repeated when applying for certification) and
- Receive the new aircrew security instructor-specific module focusing on other relevant information for the delivery of the syllabus – please see Annex B for the module (this will be added to the Aircrew Security Training syllabuses in due course).
- As now, anyone seeking to deliver the RFX module of the Aircrew Security Training syllabus must first have successfully completed the RFX Instructors' course.
- As now, the candidate instructor still requires the AET Level 3 (or equivalent) and a valid background check.

Taken together, these elements are sufficient to certificate a person to design and deliver both initial and recurrent aircrew security training.

Instructors following the new route should contact the CAA with evidence of the above to obtain a Certificated Instructor Number (CIN).

Recognition of Competence route

In addition to the above, the Recognition of Competence route will be available for

the delivery of Aircrew Security recurrent training, with the exception of the RFX module. There are two routes for Recognition of Competence: for an organisation on behalf of all its Instructors; or for an individual. Please note that before utilising either route, you must notify the CAA and approval must have been granted.

1. For an **organisation** seeking recognition of competence to deliver Aircrew Security recurrent training, evidence of the following points must be provided:
 - that the organisation has an established network of instructors;
 - that the instructors have successfully completed a background check;

- that the instructors are qualified and competent in instructional techniques – in the UK this requires an Award in Education and Training (AET) at level 3 or another equivalent nationally recognised qualification. Contact the CAA for a full list of acceptable qualifications;
 - that the instructors will be working from a training package / materials designed by a DfT certificated Aircrew Security instructor;
 - that the organisation has in place a quality assurance or audit process that ensures a consistent approach to the training delivered by all instructors;
 - that the organisation will maintain a list of all instructors approved to deliver this training; and
 - that the organisation understands, accepts and will abide by the terms of the mandatory conditions section of the Aircrew Security training syllabus.
2. For an **individual** seeking recognition of competence to deliver the Aircrew Security recurrent training, evidence of the following points must be provided:
- that the individual has successfully completed a background check;
 - that the individual is qualified and competent in instructional techniques – in the UK this requires an Award in Education and Training (AET) at level 3 or another equivalent nationally recognised qualification. Contact the CAA for a full list of acceptable qualifications
 - that the individual works within the related part of the aviation industry;
 - that the individual will be working from a training package designed by a DfT certificated Aircrew Security instructor; and
 - that the individual understands, accepts and will abide by the terms of the mandatory conditions section of the Aircrew Security training syllabus.

Recognition of firearms, explosives and incendiary devices

Please note that successful completion of the Aircrew Instructors' course does not entitle the instructor to deliver the RFX module of the Aircrew syllabus. Anyone wishing to deliver the RFX module of the Aircrew syllabus must attend and pass an initial RFX instructors' course. For further details of course availability, timing and cost, contact the RFX course providers listed in chapter 4 of this document.

Chapter 4

Withdrawal of the Ground security instructors' course effective 16 March 2017

The DfT and CAA have agreed to the withdrawal of the Ground Instructors' course. All future applicants wishing to become certificated to instruct ground security staff at airports, airport supplies and/or inflight supplies security staff will now need to successfully complete an industry-delivered Aviation Security Managers' course.

In addition to successful completion of the ASM course, it is a recommendation that all ground instructors achieve at least a basic level of operational competence. In many cases this will be attained through previous career experience and where that may not be applicable, it may be achieved through successful completion of the relevant operative and supervisor training as necessary.

Please note that completion of this course does not automatically confer an instructor certification or any training in instructional techniques, and you will need to provide the added information below, to request approval for Ground Instructor certification.

- Level 3 Award in Education and Training or equivalent;
- A valid background check in line with EU regulations.

Please send applications for Ground instructor certification to:

avsec.training@caa.gsi.gov.uk

Recognition of firearms, explosives and incendiary devices

Please note that successful completion of the Ground Instructors' course does not entitle the instructor to deliver the RFX module of any aviation security training syllabus. Anyone wishing to deliver the RFX module of an aviation security training syllabus must attend and pass an initial RFX instructors' course. For further details of course availability, timing and cost, contact the RFX course providers listed in chapter 5 of this document.

Chapter 5

Recognition of firearms, explosives and incendiary devices

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

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

Attendance will enable Instructors to organise and conduct initial and recurrent training courses in the recognition of firearms, explosives and incendiary devices (RFX) 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
- Gatwick Airport Ltd
- Heathrow 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 and details of future planned course dates and availability.

Approved providers of RFX courses

Redline Assured Security Ltd

NOTE: Training is split between two locations. Please contact the provider for further information.

Jim Termini

National Security Training Centre (NSTC)

First Avenue

Robin Hood Airport

Doncaster

South Yorkshire

DN9 3RH

or

Regus Offices

450 Bath Road

Heathrow

London

UB7 0EB

admin@trustredline.co.uk

Phone: +44 (0)1302 288360

Fax: +44 (0)1302 623355

Manchester Airport Group

Curtis Walsh

Stansted Airport Limited

Enterprise House

Bassingbourn Rd

London Stansted Airport

Stansted
CM24 1QW

curtis_walsh@stanstedairport.com

Phone: +44 (0)1279 663160

Gatwick Airport Limited

Gary Black

Jo Buchan

Training Point
Concorde House
Gatwick Airport
Gatwick
West Sussex
RH6 ODW

gary.black@gatwickairport.com

jo.buchan@gatwickairport.com

Phone: 01293 505330

Mob: 07841 482848

Heathrow Airport Limited

Jason McLoughlin

The Compass Centre,
Nelson Road,
Hounslow,
Middx
TW6 2GW

Jason.McLoughlin@heathrow.com

Phone: 020 8745 6352

Mob: 07808 116343

Chapter 6

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.

Chapter 7

Training aids

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 those involved with aviation security only.

NOTE 1: 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.

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

NOTE 2: 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.

Please send requests for training aids to: avsec.training@caa.gsi.gov.uk, or

Aviation Security Regulation (DVD requests)

CAA House

45-59 Kingsway

London

WC2B 6TE

11/11/2018 11:11:11

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

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.