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Paramaribo, 15 December 2019

**No. 1-2019-AVSEC**

## **Decision Director CASAS**

### **SUBJECT: AVIATION SECURITY SCREENER AND INSTRUCTOR CERTIFICATION**

#### **1. BACKGROUND**

Based on ICAO Annex 17 standards 3.1.8 and 3.4.3

*“Each Contracting State shall ensure the development and implementation of training programmes and an instructor certification system in accordance with the national civil aviation security programme.”*

and

*“Each Contracting State shall ensure that the persons carrying out screening operations are certified according to the requirements of the national civil aviation security programme to ensure that performance standards are consistently and reliably achieved.”*

These ICAO Standards have been incorporated in the Civil Aviation Regulations of Suriname (CARS) Part 13 – Aviation Security.

In accordance with article 32 of the Civil Aviation Safety and Security Act (S.B. 2002 no. 24) the Director of CASAS is authorized to take such measures as he deems necessary to maintain and enhance aviation security. As such, this DDC is established as measure to implement the ICAO and CARS certification requirements for AVSEC Screeners and Instructors in Suriname.

## 2. REFERENCES

- ICAO Annex 17 Aviation Security
- ICAO Security Manual for Safeguarding Civil Aviation Against Acts of Unlawful Interference Document 8973
- CARS Part 13 Aviation Security

## 3. PURPOSE

The purpose of this DDC is to establish detailed implementing requirements and procedures for the certification of AVSEC Screeners and Instructors. Certification is regarded as a means to provide quality control over the AVSEC screening and training processes.

## 4. DECISION

### 1. AVSEC Screener Exams

AVSEC Screeners shall be certified based on successful completion of the following exams conducted by the CASAS:

- a theoretical exam;
- an X-ray image interpretation exam; and
- a practical exam.

Successful completion means that for the theoretical exam the candidate must obtain a score of at least 85%, for the X-ray image interpretation exam a score of at least 90%, while for the practical exam a "PASS" mark must be obtained. Only AVSEC screeners conducting X-ray screening duties are required to pass the X-ray image interpretation exam.

All exams conducted by CASAS shall be in accordance with the Examination Standards for AVSEC screeners and instructors (Examenreglement) which is to be found on the CASAS website [www.casas.sr](http://www.casas.sr).

### AVSEC Instructor Exams

AVSEC instructors shall be certified based on successful completion of the following exams conducted by the CASAS:

- a theoretical exam;
- a practical exam; and
- if applicable an X-ray image interpretation exam;

Successful completion means that for the theoretical exam the candidate must obtain a score of at least 90%, while for the practical exam the candidate must obtain the "PASS" mark.

Only AVSEC Instructors who will conduct X-ray instructional and OJT duties and who are in possession of a valid x-ray screener certificate must undergo the X-ray image interpretation exam. These candidates for the x-ray interpretation exam must achieve a score of at least 90%.

All exams conducted by CASAS shall be in accordance with the Examination Standards for AVSEC screeners and instructors (Examenreglement) which is to be found on the CASAS website [www.casas.sr](http://www.casas.sr).

## 2. **Training and Certification**

AVSEC screeners are required to have received initial training and subsequently recurrent training annually in accordance with the training program of their employer which must be approved by CASAS. After initial certification, the AVSEC Screener shall pass the annual recurrent theoretical, X-ray image interpretation- (if applicable) and practical exams conducted by CASAS for renewal of the certificate.

The AVSEC screener certificate shall be valid for 1 year and shall be renewed in accordance with the requirements of this DDC.

AVSEC instructors are required to have successfully completed the ICAO AVSEC instructor training and subsequently be current on the relevant subject matter training in accordance with the training program of their employer, which must be approved or accepted by CASAS.

For each subject matter that the candidate applies to be certified as instructor, he/she shall successfully pass the relevant practical exam conducted by CASAS.

Triennial the AVSEC instructor shall be required to retake the CASAS theoretical exam and where applicable the subject matter practical exam for renewal of the instructor certificate in accordance with the requirements of this DDC.

The AVSEC instructor certificates shall be valid for 3 year and shall be renewed in accordance with the requirements of this DDC.

## 3. **Certification Categories**

Screeners shall be certified according to their work location and screener tasks.

AVSEC instructors shall be certified for one or more AVSEC subject matters.

The AVSEC screener and instructor certification categories set forth in paragraph 5 shall be applied.

## 4. **Two phased AVSEC Screeners and Instructors Certification Program**

AVSEC screeners and instructors shall be certified in two phases, namely:

### Phase 1

A process of certification whereby the initial theoretical-, X-ray image interpretation-, and practical exams are waived in case of qualified and experienced AVSEC screeners and instructors who are currently performing duties.

### Phase 2

A process of certification for AVSEC screeners and instructors who:

- do not meet the qualification and experience requirements for certification under phase 1; or
- have not applied for certification under phase 1; or

- wish to engage in aviation security screening or instructor duties after the conclusion of phase 1.

### **Phase 1 Requirements**

An applicant wishing to be certified as AVSEC Screener under phase 1 shall:

- a. Complete the application form in Appendix A;
- b. Present evidence of successfully completed initial and re-current AVSEC Screener Training based on an AVSEC Training Program approved by the CASAS;
- c. Present evidence of at least 5 years of experience as an AVSEC Screener in the Category /Classes sought, immediately preceding the application date;
- d. Submit a statement from his/her employer validating that the applicant is in active AVSEC screening duty at the time of the application;
- e. Present a declaration issued by a CASAS designated medical examiner attesting that the applicant meets the medical requirements set forth by CASAS for AVSEC Screeners.
- f. Present any other document or evidence which the Authority may require for evaluation.

An applicant wishing to be certified as AVSEC Instructor under phase 1 shall:

- a. Complete the application form in Appendix B;
- b. Present evidence of successfully completed initial and re-current applicable AVSEC Instructor Training;
- c. Present evidence of sufficient experience in authorized AVSEC Instruction in the Category /Classes sought, within the 2 years immediately preceding the application date;
- d. Present any other document or evidence which the Authority may require for evaluation.

Under phase 1 a currently active AVSEC Screener or Instructor who complies with the requirements set forth herein may be waived from undergoing the CASAS certification knowledge- and skill test in order to be certified as AVSEC Screener or Instructor.

\*\*\* However, if the CASAS finds that an AVSEC Screener or Instructor who was certified based on the waiver of the certification knowledge and skill test is performing deficient, the CASAS shall suspend or revoke such certificate immediately and subject that person to the certification knowledge and skill test after that person has received remedial training, in order to re-issue the certificate.

**Phase 2 Requirements**

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5. AVSEC Screeners and Instructors Certification Categories

Categories	Class	Code	Type
<b>AVSEC Screener:</b> <ul style="list-style-type: none"> <li>Security Check Point (SCP)</li> <li>X-ray</li> </ul> <b>Representing entity:</b> <ul style="list-style-type: none"> <li>Government</li> <li>Airport</li> <li>Airline</li> <li>Regulated Agent (RA)</li> <li>Security Service Provider (SSP) - Ground Handler (GH) (1) &amp; CaT(2)</li> </ul>	CCTV Monitoring System Intrusion Detection Alarming System	I	
	Behavior Detection Hand Held Metal Detector (HHMD) Walk Through Metal Detector (WTMD) Full Body Scanner	II	AIT / ATD
	Manual Search Visual Inspection (PHV)	III	Persons and bags (PB) Vehicles (Veh) Aircraft (AC) Inflight Catering (CAT) Cargo (CAR)
	X-ray Conventional (Con.) Algorithm (Agm.) Computer Tomography (CT)	IV	Single View(S) Multi View(M)
	EDDsystem	V	ETD / EDS
	LEDsystem		A; B; C; D; D+
Categories	Categories of Personnel	Code	Type
<b>AVSEC Instructor:</b> <b>Representing entity:</b> <ul style="list-style-type: none"> <li>Government</li> <li>Airport</li> <li>Airline</li> <li>Regulated Agent (RA)</li> <li>Security Service Provider (SSP) - Ground Handler (GH) (1) &amp; CaT(2)</li> <li>Independent</li> </ul>	All categories AVSEC Staff	I	Awareness (A) Basic security (BAirP) Supervisory (S)
	Screeners	II	Class: I;II; III; IV (CRM/XE/CA)
	Flight- and Cabin Crew & Flight Operations Officer/ Flight Dispatcher	III	Basic Security (BAirL) Supervisory (SAirL)
	Advanced	IV	Crisis and Response Management (CRM) Crisis and Emergency Exercise (XE) Cargo (CAR) National Inspector - (NIA) National Instructor (NIR) Management (M)
	Non-Security Staff/ General Public	V	Awareness (A)

## 6. Sample AVSEC Certification Cards

# Screener Certificate

## FRONT



	
<b>I) REPUBLIC OF SURINAME</b>	
<b>II) AVSEC Check Point Screener *Security Service Provider*</b>	
<b>III) XX/XXX 1234.1234.1234</b>	
IV) Name:	<b>SURNAME, FIRST NAMES</b>
V) Nationality:	<b>XXXXXXXX</b>
VI) Date of Birth:	<b>DD MMM YYYY</b>
VII) Employed by:	<b>XXXXXXXX</b>
VIII) Issue Date:	<b>DD MMM YYYY</b>
IX) This certificate is issued under the authority of the Civil Aviation Act of Suriname currently in force and its associated Regulations, as amended, and conforms to the standards set forth in Annex 17 to the Convention on International Civil Aviation signed at Chicago, December 7, 1944	
X) <b>Signature of issuing officer:</b>	
<b>NAME, Director Civil Aviation Safety Authority Suriname</b>	

## BACK

XI) RATINGS	
<b>SCP Class I, II, III</b>	<b>Valid until: DD MM YYYY</b>
<b>Class IV, V</b>	<b>Valid until: DD MM YYYY</b>
<b>XII) Signature of Holder</b>	
This card is the property of the CIVIL AVIATION SAFETY AUTHORITY SURINAME	
If found, contact or return to: Airfield Zorg en Hoop P.O.Box 12587 Paramaribo-Suriname (Sth-Am) Tel: +597 434286 / 434186	

# Instructor Certificate

## FRONT

	
<b>I) REPUBLIC OF SURINAME</b>	
<b>II) AVSEC Instructor</b> <b>* Airport *</b>	
<b>III) XX/XXX 1234.1234.1234</b>	
<b>IV) Name:</b>	<b>SURNAME, FIRST NAMES</b>
<b>V) Nationality:</b>	<b>XXXXXXXX</b>
<b>VI) Date of Birth:</b>	<b>DD MMM YYYY</b>
<b>VII) Employed by:</b>	<b>XXXXXXXX</b>
<b>VIII) Issue Date:</b>	<b>DD MMM YYYY</b>
<b>IX) This certificate is issued under the authority of the Civil Aviation Act of Suriname currently in force and its associated Regulations, as amended, and conforms to the standards set forth in Annex 17 to the Convention on International Civil Aviation signed at Chicago, December 7, 1944</b>	
<b>X) Signature of issuing officer:</b>	
<b>NAME, Director</b> <b>Civil Aviation Safety Authority Suriname</b>	

## BACK

<b>XI) RATINGS</b>
<b>AVSEC Instructor</b>
<b>Cat. IA &amp; BAirP, III BAirL Valid until: DD MM YYYY</b>
<b>Class IV, V Valid until: DD MM YYYY</b>
<b>XII) Signature of Holder</b>
This card is the property of the <b>CIVIL AVIATION SAFETY AUTHORITY SURINAME</b>
If found, contact or return to: Airfield Zorg en Hoop P.O.Box 12587 Paramaribo-Suriname (Sth-Am) Tel: +597 434286 / 434186



## **7. Final Remarks**

The phase 2 requirements are under development and shall be added to this DDC when available.

Implementation of phase 1 starts with immediate effect from the date of this DDC and shall be completed within 8 months, thus ending on 31<sup>st</sup> of August 2020.

Phase 2 will commence after phase 1 has been completed in order to ensure a smooth and orderly transition to a regime where all AVSEC Screeners and Instructors are certified.

DDC 2016 no.3-2016-AVSEC is hereby repealed.

**As Signed 16 December 2019,**

**A. Wolf  
Director**

## APPENDIX A

<b>APPLICATION FOR AVSEC <u>SCREENER</u> CERTIFICATION</b>
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<b>A PERSONAL DETAILS</b>			
Surname			
Full Names			
ID/Passport Number		Nationality	
Date of Birth:			
Home Address			
Postal Address (if different from Home Address)			
Telephone Number		Fax number	
Mobile Phone Number		E-mail	
<b>** Attach a copy of your ID or Passport</b>			
<b>B EMPLOYER DETAILS</b>			
Name and Address of employer			
Telephone Number			
Contact Person/ Reference at place of Employment			
<p>Check the applicable box. My employer is:</p> <p>Airport <input type="checkbox"/>    Airline <input type="checkbox"/>    Government agency <input type="checkbox"/>    ATO <input type="checkbox"/>    Regulated Agent <input type="checkbox"/>    Known Consignor <input type="checkbox"/>    Security service provider <input type="checkbox"/></p>			
<b>C SCREENING AREA(S) FOR WHICH YOU ARE APPLYING</b>			
<p><b>** State below all the formal qualifications / certificates achieved in relation to the screening areas above. Attach all relevant copies of obtained certificates as evidence and proof of On the Job Training.</b></p>			

Name of Organization	Name of qualification	Duration of course	Year completed

**\*\* State below the industry/technical experience you have accumulated in relation to the SCREENING areas/qualifications above. Attach a comprehensive CV with references to your application.**

Name of employer	Position held	Period	Key responsibility areas

**D Declaration**

I hereby declare that the information given in this application is true and correct to the best of my knowledge and belief. In case any information given in this application proves to be false or incorrect, I shall be responsible for the consequences.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## APPENDIX B

<b>APPLICATION FOR AVSEC <u>INSTRUCTOR</u> CERTIFICATION</b>
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<b>A PERSONAL DETAILS</b>			
Surname			
Full Names			
ID/Passport Number		Nationality	
Date of Birth:			
Home Address			
Postal Address (if different from Home Address)			
Telephone Number		Fax number	
Mobile Phone Number		E-mail	
** Attach a copy of your ID or Passport			
<b>B EMPLOYER DETAILS (If applicable)</b>			
Name and Address of employer			
Telephone Number			
Contact Person/ Reference at place of Employment			
<p>Check the applicable box. My employer is:</p> <p>Airport <input type="checkbox"/> Airline <input type="checkbox"/> Government agency <input type="checkbox"/> ATO <input type="checkbox"/> Regulated Agent <input type="checkbox"/> Known Consignor <input type="checkbox"/> Security service provider <input type="checkbox"/></p> <p>Self employed <input type="checkbox"/></p>			
<b>C INSTRUCTIONAL AREA(S) FOR WHICH YOU ARE APPLYING</b>			
TEACHING AREA(S)	OBJECTIVES		

**\*\* State below all the formal qualifications / certificates achieved in relation to the training areas above. Attach all relevant copies of obtained certificates as evidence and proof of On the Job Training.**

Name of Organization	Name of qualification	Duration of course	Year completed

**\*\* State below the industry/technical experience you have accumulated in relation to the INSTRUCTIONAL OR TEACHING areas/qualifications above. Attach a comprehensive CV with references to your application.**

Name of employer	Position held	Period	Key responsibility areas

**D Declaration**

I hereby declare that the information given in this application is true and correct to the best of my knowledge and belief. In case any information given in this application proves to be false or incorrect, I shall be responsible for the consequences.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_