

CRITERIA FOR AVSEC INSTRUCTOR APPROVAL AND CERTIFICATION

*Note: Extracted from Appendix 20 of the NCASTP 2020.
This section shall be read with sections 10.1 and 10.2 of the NCASTP 2020.*

The following procedure shall be followed by applicant(s) wishing to be designated by KCAA as Aviation Security Instructor(s):-

- 1) Candidates shall ensure that they first meet the minimum qualifications and criteria defined for Aviation Security Instructors as provided in section 4.12 of the NCASTP, i.e.-
 - a) Minimum of 5 years' experience in aviation security or adequate knowledge and skills in the work environment and security elements to be taught;
 - b) Knowledge of aviation security regulations, procedures and practices;
 - c) Knowledge and competency in the subjects/courses he/she is to offer instruction. The instructor shall not conduct a course/subject that he/she has never undergone or qualified in;
 - d) Relevant training in aviation security course(s) conducted by qualified/approved trainers in an institution/firm that is recognized/accredited by ICAO, IATA, KCAA or other Appropriate Authorities within the State where offered, to include, as minimum:-
 - (i) AVSEC Basic 123;
 - (ii) AVSEC Instructors 123 or its equivalent.
 - e) Proof of a successful background check within the preceding two years.

Critical Considerations

- a) AVSEC Trainers are required to be subject matter experts (SMEs) in the area/courses they wish to facilitate/conduct;
- b) A trainer shall not be authorized to conduct a course he/she never successfully completed (i.e. if he/she failed in the course or never did it in the first place);
- c) Having conducted a certain course before (without proof of ever undergoing training in it) shall not be considered as a qualification for approval to conduct it;
- d) Approval is not equivalent or a substitute to Instructor Certification. Candidates who are not certified shall be required to undergo AVSEC Instructor certification within six (6) months from the date of approval.

Applicants may be Training Institutions, Organizations operating within civil aviation, Aviation security consultancy firms or individuals.

- 2) Applications from organizations/institutions (training institutions, operators within civil aviation, consultancy firms) shall enclose/attach, as a minimum, the following documents to the application letter:-
 - a) Company Profile;
 - b) Copy of Certificate of Incorporation;
 - c) Copy of Tax Compliance Certificate;
 - d) Proof of accreditation by relevant government institution;
 - e) Trainer(s)' Profiles/CVs;

- f) List of AVSEC courses to be conducted by the listed Trainer(s);
 - g) Duly completed KCAA's National AVSEC Instructors Personal Data Collection Form (by all listed trainers);
 - h) Copies of Certificates for AVSEC courses attended by the listed candidate(s) including certificate/testimonials to prove competence/skills as Instructor(s);
 - i) Copies of candidates' ID cards/Passports.
- 3) Applications shall be accepted from individuals working with organizations/ institutions actively involved in civil aviation and related services with the following documents attached to the application letter:-
- a) Trainer's Profile/CV;
 - b) Approval letter from the organization;
 - c) List of aviation security courses to be conducted by the listed Trainer;
 - d) Duly completed KCAA's National AVSEC Instructors Personal Data Collection Form;
 - e) Copies of Certificates for AVSEC courses attended by the candidate including certificate/testimonials to prove competence as Instructor;
 - f) Copy of candidate's ID card/Passport.
- 4) The application(s) shall be submitted to the following address for evaluation:
The Director General
Kenya Civil Aviation Authority
P.O Box 30163 00100
Nairobi.
- 5) The application shall be evaluated by KCAA AVSEC Inspectors using a checklist provided in Appendix 20 of the NCASTP within a period not exceeding 30 days from the date of receipt of the application.
- 6) Applicant(s) shall be notified on the findings of the evaluations process (whether successful or not) and of the recommendations that need to be considered by the applicant(s) (where applicable).
- 7) Application(s) that meet the requirements shall be processed by assigned Inspector(s) as necessary and approved for certification as instructors.
- 8) Successful applicants shall be required to pay the prescribed certification fee before undergoing certification by KCAA.

Note: Aviation Security Instructors shall not be allowed to conduct any aviation security training in the Republic of Kenya without undergoing certification by KCAA.
