

## KCAA ASSP DOCUMENT EVALUATION CHECKLIST:

The following list will serve as guidance on the information or documents that should be provided by the ASSP to KCAA for evaluation and approval or acceptance during initial certification or recertification as applicable.

The Inspectors shall confirm the validity and existence of original documents (on site) while copies shall be produced by the Applicant and provided to the Team Leader / Inspector for filing in the ASSP's file/folder at KCAA HQs (in paper or electronic form).

No	Document	Available?	Remarks
		Y / N or N/A	
1.	Company Profile		
2.	Signed Declaration of Commitment as an ASSP		
3.	Copies of Standard Operating Procedures or Work Instructions ( <i>used/to be used at site(s) where contracted</i> )		
4.	Copies of Internal Quality Control Reports ( <i>conducted by self and/or client</i> )		Minimum of 4 in an annual cycle
5.	Annual (Kshs. 20,000) or Two-year Certification fee (Kshs. 40,000/=)		
6.	Duly completed ASSP Validation Form (AVF)		
7.	KRA PIN Certificate and/or Tax Clearance Certificate		
8.	City/County Council Business Permit/Licence		
9.	Certificate of Incorporation		
10.	Training Programme / Curricula and Training Records for Security Personnel Providing Aviation Security Service		Training relevant to the service. Security Awareness Training is mandatory.
11.	List of Contracted Security Support Services/Back-Ups ( <i>if applicable - indicating name, address, location and contact person</i> )		
12.	Copy of ASSP Certificate ( <i>applicable only to ASSPs undergoing re-certification</i> )		
13.	Copies of valid background check records and/or Police Clearance Certificates for the screeners or security personnel deployed for aviation security service		Min of 10 for sampling. ( <i>All records to be validated on site</i> )
14.	List of all security personnel deployed/to be deployed for the Aviation Security Service(s) indicating areas deployed		
15.	List of Screeners and copies of Screener Certificates / Authorization from KCAA		
16.	Any other business-related or operational documents that the Applicant may produce or the Authority may request:		
	(i)		
	(ii)		