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**ASSEMBLY — 37TH SESSION**

**EXECUTIVE COMMITTEE**

**Agenda Item 13: Aviation security policy**

**EXPERIENCES IN THE PROCEDURE TO CERTIFY THE COMPETENCE OF AVIATION SECURITY PERSONNEL IN THE BOLIVARIAN REPUBLIC OF VENEZUELA**

(Presented by Venezuela (Bolivarian Republic of))

**SUMMARY**

In this information paper, the competent authority for matters of civil aviation security of the Bolivarian Republic of Venezuela, the National Institute of Civil Aeronautics (Instituto Nacional de Aeronáutica Civil), presents its experiences related to the procedure to certify the competence of aviation security personnel working in airports, for airlines or for private companies providing security services in the State of Venezuela. The intention is to assist other States in achieving compliance with the requirements established in Standards 3.4.1 and 3.4.3 of Annex 17.

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| <i>Strategic Objectives:</i>   | This working paper relates to Strategic Objective B – Security, <i>Enhance civil aviation security</i> |
| <i>Financial implications:</i> | No financial implications  |
| <i>References:</i>             | No references  |

<sup>1</sup> Spanish translation was provided by the Bolivarian Republic of Venezuela

## 1. INTRODUCTION

1.1 A fundamental component for the successful application of aviation security measures is to have security personnel undergo selection, training, assessment and certification procedures to ensure the effective application of security controls. Consequently, the Competent Authority for Civil Aviation Security of the Bolivarian Republic of Venezuela, the National Institute of Civil Aeronautics (Instituto Nacional de Aeronáutica Civil – INAC), has developed legislation and procedures aimed at achieving compliance with the procedures established by ICAO in Annex 17, in order to achieve a system whereby personnel with operational responsibility for civil aviation security matters may obtain appropriate certification of competency from the aeronautical authority.

1.2 The personnel responsible for aviation security operations, who work in various airports and for different airlines and private security service companies, must comply with the procedure established by INAC to achieve aviation security certification of competency. This certification procedure is considered to be shared between the operators and the competent authority, due to the fact that companies are responsible for the selection, hiring and initial training procedures prior to subsequent submission to INAC which will then perform the competency evaluation and, in the event, proceed to award appropriate certification to perform civil aviation security tasks within the Bolivarian Republic of Venezuela.

1.3 The certification procedure covers not only personnel with direct responsibility for the inspection of passengers, passenger baggage and freight, but also covers security personnel at operational and supervisory levels, with the aim of establishing a greater level of standardization and professionalism among civil aviation security personnel operating in the national territory. This work began with an inventory of a population of approximately 2500 people who must attain appropriate aviation security certification. INAC, through its Aviation Security Management, constantly monitors certification issue procedures, to identify staff rotation levels, longevity and reasons for change, in order to devise strategies to ensure proper management of human capital in terms of aviation security and staff longevity within the industry.

## 2. SELECTION, HIRING AND INITIAL TRAINING PROCEDURES

2.1 Candidates seeking to perform aviation security duties must undergo a selection procedure carried out by the hiring operator who will designate a staff member to be responsible for checking the candidate's details, including his or her identity and work history, as part of its evaluation of the individual's suitability to work in an aviation security capacity. All candidates who are to carry out aviation security duties must complete a job application form which will contain, at the very least, information regarding the candidate's personal details, education, work experience (including sufficient detail for verification of previous employment), the candidate's declaration that the information is complete and accurate; a further declaration by which the candidate accepts that any falsification of data shall result in his or her removal from employment or disciplinary proceedings; the candidate's authorization to contact previous employers, academic institutions, government offices or personal references in order to verify the information provided by him or her and, lastly, the candidate's signature.

2.2 The information obtained will facilitate verification of the candidate's details by the hiring company which will then permit confirmation of the candidate's identity by the employee and/or department designated to perform that task.

2.3 In the event of any gaps in the candidate's employment history, or if the information provided by the candidate cannot be verified, the hiring company may request personal references or other documents which may permit confirmation of the information.

2.4 An important aspect of the certification process involves verification of the psychological and physical profile of candidates seeking to undertake a security position. To this end, it is the responsibility of the hiring company to verify, through appropriate medical tests, the physical and psychological condition of each candidate and such tests must include an ophthalmological examination to identify color discrimination difficulties, a general medical examination to rule out the existence of any physical condition which might affect the candidate's ability to perform security personnel work, in addition to lab tests. As part of the psychological tests, the candidate must demonstrate his or her suitability in terms of intellectual capacity, visual/motor skills, emotional stability and the absence of psychotic features.

2.5 The employer company shall ensure that employees' dossiers contain the results of checks on work history and of good citizenship, including details of gaps in employment and other periods not accounted for, a record of the candidate's interview, reports related to the candidate's physical and psychological evaluations, and the name and job title of the employee responsible for verification of the candidate's details. Additionally, the employer company shall retain the employee's dossier throughout his or her employment and shall continue to keep it for a period of 24 months following the employee's departure from the company.

2.6 Following the selection procedure, the candidate will receive training as required by the company, in accordance with the principles established in the National Aviation Security Training Plan (Plan Nacional de Instrucción en Seguridad de la Aviación). This training procedure includes initial instruction, practical on-the-job training and periodic or recurrent training (every 12 calendar months). Security personnel will receive training, just as security supervisors or coordinators do, that emphasizes the specific knowledge required to perform the activities assigned to them.

2.7 The initial theoretical instruction for security personnel will include the minimum number of hours and content as specified by the National Aviation Security Training Plan. Following this training, the candidate must pass a theoretical test with at least 70 points out of 100. If the candidate should fail, he or she will have the right to sit a second and final test requiring a pass mark of 80 points. Practical on-the-job training will also involve a minimum number of hours and content, as set out in the corresponding Complementary Regulations, which will be subject to a practical test using the same pass mark parameters described for the initial theoretical training.

2.8 Individuals who do not pass the initial instruction and practical on-the-job training evaluations will be removed from the procedure, while the decision as to whether to proceed with any further training will be in the hands of the person under administration. Once instruction and on-the-job training have been completed, an application will be submitted to INAC for the corresponding certification of competency to work as security personnel, after which candidates will be permitted to carry out their duties independently.

### 3. CERTIFICATION OF COMPETENCY

3.1 Responsibility for the certification procedure and for renewal of certificates of competency for aviation security personnel is assigned to the INAC Aviation Security Management, which will process and issue certification for all those who have satisfactorily fulfilled the requirements set out in the regulations.

3.2 Certification of competency begins with an evaluation of documents presented by the applicant who must successfully pass a written test evaluated by the competent authority. The minimum pass mark for this test is 70 points out of 100. If the applicant is unsuccessful he or she will have the right to sit a further test which will require a pass mark of 80 points. Repeat tests must be taken within a period not less than 15 working days and not more than 30 working days following the date of the failed test. If the candidate fails a second time, he or she will have the right to sit another test, six months following the date of the second failed test. In such cases, the operator must submit a new application to the competent authority on behalf of the applicant and must provide the administrative fee for processing certification of competency in aviation security. Under no circumstances may personnel be designated to perform operational security work without an appropriate certification of competency granted by INAC.

3.3 Having obtained certification from the authority, security personnel must renew it 24 months following initial certification, in which case, the operator must submit an application to INAC on behalf of the applicant, providing a dossier with the results of current physical and psychological evaluations at the date of certification renewal, and must provide evidence that the applicant has received a total of two recurrent training courses in aviation security within the elapsed 24-month period. If this documentation is found to be in good order, the applicant will sit a new written test subject to the same pass mark parameters as those set out in paragraph 3.7 of this information paper.

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