

## ICAO Security Awareness Course Outline

Endorsed at the 32<sup>nd</sup> ICAO AVSEC Panel (31 May – 2 June 2021)

### a) Course Objective

This course helps to raise awareness among airport personnel on the importance of staying vigilant against attempts of acts of unlawful interference.

### b) Course Content

To do so, the course may contain the following modules:

#### (i) Module 1 – Aviation Security

- 1) Legal instruments which the State is a party to;
- 2) Objective of civil aviation security;
- 3) Approach and structure of civil aviation security;
- 4) Possible threats posed to the civil aviation industry.

#### (ii) Module 2 – Airport Security

- 1) Objective and organisation of airport security;
- 2) Key approach of securing the airport, focusing on access control;
- 3) Possible security threats posed to the airport;
- 4) Expected behaviours and mindset to take; and
- 5) Penalties for inappropriate behaviours and acts (such as misuse of airport passes).

#### (iii) Module 3 – Aircraft Security

- 1) Objective and organisation of aircraft security;
- 2) Key approach of securing the aircraft, focusing on areas as such aircraft sweep and search, appropriate responses during flights;
- 3) Possible security threats posed to an aircraft;
- 4) Expected behaviours and mindset to take; and
- 5) Penalties for inappropriate behaviours and acts (such as misuse of airport passes).

#### (iv) Module 4 – Responding the suspicious behaviours and security incidents

- 1) Identifying and reporting suspicious behaviour, including what to report, to whom and how;
- 2) Responding to security incidents, including what to report, to whom and how.

### c) Applicability

These sessions should be arranged for the following personnel:

- (i) Aviation security personnel;
- (ii) All employees who are working for civil aviation authority, airport operators, aircraft operators;
- (iii) Personnel who have unescorted access to an aircraft;
- (iv) Personnel who are working in security restricted area of the airport;
- (v) Personnel who are working in non-security restricted area of the airport;
- (vi) Personnel who are frequently in non-security restricted area of the airport.

The content of the security awareness training should be customised, in accordance to the profile of the personnel involved. This is so that the messaging is not overly diluted. The targeted approach also takes into consider the sensitivity of security information, by ensuring that such information are promulgated based on the principle of “need to know”.

Audience	Module			
	1	2	3	4
Aviation Security Personnel (e.g. Pre-board Screeners, HBS Screeners, Access Control officers)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
All employees who are working for civil aviation authority	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Personnel who have unescorted access to an aircraft (e.g. Ground Handling Agents, cabin cleaners, baggage loaders, aircraft crew)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Personnel who are working in security restricted area(s) of the airport (e.g. Retailers as well as food and beverage outlets at airport’s security restricted area, immigration and customs officers)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Personnel who are working in non-security restricted area(s) of the airport (e.g. Retailers as well as food and beverage outlets at airport’s public area)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Personnel who are frequently in non-security restricted area of the airport (landside) (e.g. bus and taxi drivers, tour guides)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**d) Methodology**

Each course that States organise should focus on a particular profile of personnel. Different profiles should not be mixed during the training, since the modules that they undertake would differ.

Different training methodologies may be adopted in a single session if it helps to minimise disruptions to civil aviation operation and the participants’ livelihood. States should focus on the effectiveness of such sessions in meeting the intended outcomes. The following methodologies may be used:

- (i) Classroom;
- (ii) Video;
- (iii) eLearning (computer based training);
- (iv) AVSEC talks (tool box talk);
- (v) Other digital means; or
- (vi) A combination of any of the above.

These courses could be built into existing processes, such as airport pass issuance process. This helps to minimise the need for participants to set aside additional time to undergo the security awareness training. It would also help States to ensure that all relevant personnel have undergone such trainings.

**e) Assessment**

States may consider arranging assessments at the end of the security awareness training to ascertain the participants’ level of understanding. . Such assessments may be conducted in the form of security questionnaire.

Participants should be allowed to retake the assessment at the same session, should they fail the initial round. This is to minimise the disruption to civil aviation operations and the participants' livelihood. Participants who fail the assessment repeatedly should be asked to undergo the course to reinforce their level of understanding. For participants who continue to fail repeatedly, States should identify the underlying reason. Should the issue be due to the participants' limited capability (e.g. language barrier), States may wish to explore other effective methodology or arrangements.

Details of the assessment, including the attendance and assessment result, should be recorded for audit purposes.

**f) Duration**

The duration of the security awareness training should be sufficient to cover topics contained within. The participants should be given opportunity to have their queries clarified.