



STATE OF KUWAIT

DIRECTORATE GENERAL OF CIVIL AVIATION

CIVIL AVIATION SECURITY DEPARTMENT

**CIVIL AVIATION SECURITY
CERTIFICATION/APPROVAL GUIDANCE MATERIAL**

Fifth Edition - April 2023



CIVIL AVIATION SECURITY CERTIFICATION/APPROVAL GUIDANCE MATERIAL

FORWARD

This AVSEC certification/approval guidance material requirements intended to assist AVSEC industry in the state of Kuwait to be aware of the requirements for AVSEC certification/approval system and may be made available to all entities, stakeholders and service providers for reference and guidance only. This guidance material is intended to aid and guide the applicant in complying with ICAO ANNEX 17 LATEST AMENDMENT 18, DOC.8973/12, KUWAIT CIVIL AVIATION SAFETY REGULATIONS, NCASP AND NCASTP.

IT is here by declared that this CIVIL AVIATION SECURITY CERTIFICATION /APPROVAL GUIDANCE MATERIAL (FIFTH EDITION /March,2023) is here by approved.

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Approval Date: April, 2023



CIVIL AVIATION SECURITY CERTIFICATION/APPROVAL GUIDANCE MATERIAL

RECORD OF AMENDMENTS

Since the details of this guide are subject to future amendments, it is necessary to use this page to confirm that the specified edits have been entered in this directory by signing and date next to the amendments number. When a review is received, the person concerned must make the change by entering his name, signature, and date of entry.

S/No.	Date of Implementation	Change Description	Entered By
1	April 2023	As Applicable	ENGR: Abdullah Taqi CASeD Superintendent  Engr. Abdullah Taqi Operating & Regulatory Control Superintendent Civil Aviation Security Department

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1.1 Introduction:

Certification is a formal evaluation and confirmation by or on behalf of DGCA/CASeD that a person/entity possesses the necessary competencies to perform assigned functions to an acceptable level as defined by DGCA/CASeD.

1.2 Objective:

The main aim and objective of certification is to ensure that adequate standards are consistently and reliably achieved in accordance with international conventions approved by the International Civil Aviation Organization (ICAO) and signed by the State of Kuwait which is in line with Annex 17 Standard Practices (3.4.3) (3.4.4) (3.5.2) and Aviation Security Manual ICAO DOC 8973/12, which states that persons carrying out security controls shall be subjected to adequate training, updating of appropriate records on them and shall ensure that such persons are subjected to the requirement of the National Civil Aviation Security Program (NCASP), the National Civil Aviation Security Quality Control Program (NCASQCP) and National Civil Aviation Training Program (NCASTP). DGCA/CASeD has laid down the foundations and standards for the certification of civil aviation security personnel and the approval of aviation security centers/Institutes.

1.3 Applicability:

The modernization of detection equipment by the State without addressing the additional training of the human element would result in inefficiencies and could eventually lead to failure to prevent an act of unlawful interference, and therefore the recruitment, testing, training and certification of security personnel should always be considered.

KCASR 17 BASED ON ICAO ANNEX 17 STANDARD PRACTICES OBLIGATIONS:

Standard (3.5.2): Each Contracting State shall ensure that:

- a) Background checks are completed in respect of persons implementing security controls, persons with unescorted access to security restricted areas, and persons with access to sensitive aviation security information prior to their taking up these duties or accessing such areas or information.
- b) Recurrent background checks are applied to such persons at intervals defined by the appropriate authority.

- c) Persons found unsuitable by any background check are immediately denied the ability to implement security controls, unescorted access to security restricted areas, and access to sensitive aviation security information.

Standard (3.4.3): each contracting state shall ensure the development and implementation of a certification system that ensures that instructors are qualified in the applicable subject matters in accordance with the national civil aviation security programme

Standard (3.4.4): Each Contracting State shall ensure that the persons carrying out screening operations are certified according to the requirements of the national civil aviation security program to ensure that performance standards are consistently and reliably achieved.

- 1) The entity responsible for the implementation of the aviation security measures and controls in the State of Kuwait is the Ministry of the Interior (MOI) or a third party supervised by MOI and approved by the Directorate General of Civil Aviation (DGCA) in accordance with NCASP. After meeting all the requirements for certification process, DGCA/CASeD shall review and issue the required certificate and maintain detailed records of each aviation security personnel who is certified to practice civil aviation security quality control activities and AVSEC implementation.
- 2) Criteria for the selection, appointing and training of security personnel implementing security at airports:
 - a) Educational Level.
 - b) AVSEC Security Experience.
 - c) Fitness (Hearing, Sight, Health Condition).
 - d) English Language.
 - e) Background check including criminal history.
- 3) Selection by a detailed test of job characteristics with regards to mission requirements, knowledge, abilities, and skills tests the staff or operator assigns a comprehensive training program to all security personnel before performing any aviation security duties and includes training on:
 - a) Nature of duty.
 - b) Obligations and responsibilities.
 - c) Knowledge of national and international legislations.
 - d) Governing aviation security laws.
 - e) Practical courses on different methods of different security equipment.

- f) Aviation Security awareness.
- g) Security screening of persons, passengers, and their baggage.
- h) Identify prohibited items and the recognition of dangerous goods.
- i) Use of explosive test detection systems.
- j) Legal authorities for AVSEC inspectors and personnel.
- k) Airport access permit system.
- l) Objectives, organization, and introduction of the national civil aviation security program (NCASP).
- m) Dealing with disruptive/unruly passengers.
- n) Security Check and search of aircraft.
- o) Emergency and evacuation training.
- p) Training on first aid and how to use portable fire extinguisher.
- q) Screening technology and techniques.
- r) Screening check point operation and access control.
- s) Search techniques of cabin and hold baggage.
- t) Security check at screening point and departure gates.
- u) Air Mail, cargo, airport and aircraft supply security.
- v) Ground and in - flight security.
- w) Incident reporting.
- x) Customer services skills and its role in supporting proper aviation security.

1.4 Categories That Are Certified

S/No.	CATEGORIES
1.	NATIONAL AVSEC INSPECTOR/AUDITOR
2.	NATIONAL AVSEC INSTRUCTOR
3.	AIRPORT AVSEC INSTRUCTOR
4.	AIRLINE AVSEC INSTRUCTOR
5.	Certification of National Airline AVSEC Manager / Air Cargo / GH Agent AVSEC Manager / Airport AVSEC Manager/Service providers AVSEC Managers.
6.	AIRPORT AVSEC INSPECTOR
7.	X-RAY SCREENER
8.	CIVIL AVIATION SECURITY TRAINING INSTITUTE/CENTER APPROVAL
9.	CIVIL AVIATION SECURITY SERVICE PROVIDER COMPANY APPROVAL
10.	AVIATION SECURITY PROGRAMS APPROVAL / ACCEPTANCE

1.5 Certification of National Aviation Security Inspectors/Auditors

a) Education Qualifications and Experience:

Any university bachelors or diplomas preferably in the fields of Aviation science (Aeronautical or Maintenance Licensed Engineer, Aviation Management, Experienced Pilots), Military Security and Protection Experience, with at least three years experienced in aviation security field.

b) Knowledge:

Knowledge of national and international legislation in the field of civil aviation security, the most important of which are:

1. ICAO Annex 17 (Security), Annex 9 (Facilitation) and related annexes.
2. ICAO Doc 8973 (Aviation Security Manual).
3. ICAO Doc 9957 (Facilitation).
4. International Civil Aviation Security Conventions and Protocols.
5. Knowledge of National and Civil Aviation Security Legislation.
6. Civil Aviation Law in the State of Kuwait.
7. Kuwait Civil Aviation Safety Regulations (KCASR).
8. All AVSEC National Programmes and Operators Security Programs.
9. Civil Aviation Regulations and Legislation.
10. Evaluation and Analysis of Security Programs and The Various Procedures Employed at Civilian Airports.
11. Methods of Research, Scientific Analysis and Methods of Obtaining Information.
12. Use of The Computer.

c) Training and Qualification:

1. Basic Aviation Security Course.
2. Aviation Security Management Course/ Aviation Security Supervisor Course.
3. AVSEC Mail and Cargo Course.
4. Crisis Management Course.
5. National Auditor and Inspector Course.
6. Aviation Security Awareness.

d) On Job Training:

Training shall consist of on - The - Job Training overseen by a certified experienced National AVSEC Inspector/Auditor. All monitoring activities performed by the trainees shall be reviewed on a continual basis by a certified National AVSEC Inspector/Auditor.

e) Specialized Training:

1. Threat Assessment & Risk Management.
2. Quality Control Activities Training in the field.
3. Development of National AVSEC Programs.
4. ICAO Annex 9 facilitation work shop.

f) National AVSEC Inspectors/Auditors Certification process:

1. To maintain objectivity, impartiality, fairness, transparency and quality, DGCA/CASeD shall appoint a certification jury for concluding the certification process to assess/evaluate the trainee, in a form of final oral AVSEC exam.
2. On successful completion of the certification process, the candidate shall be issued with an official approved certificate.
3. The certificate shall be valid for two years from date of issue.

1.6 Certification of National Aviation Security Instructor

National AVSEC Instructor Certificate holder shall deliver all AVSEC Training packages (ASTPs).

a) Education Qualifications and Experiences:

Any university bachelors or diplomas preferably in the fields of Aviation science (Aeronautical or Maintenance Licensed Engineer, Aviation Management, Experienced Pilots), Military Security and Protection Experience, or at least 10 years' experience in any similar aviation field with at least five years' experience as a national AVSEC inspector/auditor.

b) Knowledge:

Knowledge of national and international legislation in the field of civil aviation security, the most important of which are:

1. ICAO Annex 17 (Security), Annex 9 (Facilitation) and related annexes.
2. ICAO Doc. 8973 (Aviation Security Manual).
3. ICAO Doc. 9957 (Facilitation).
4. International Civil Aviation Security Conventions and Protocols.
5. Knowledge of National and Civil Aviation Security Legislation.
6. Civil Aviation Law in the State of Kuwait.
7. Kuwait Civil Aviation Safety Regulations (KCASR).
8. All AVSEC National Programmes and Operators Security Programs.
9. Civil Aviation Regulations and Legislation.
10. Evaluation and Analysis of Security Programs and The Various Procedures Employed at Civilian Airports.
11. Methods of Research, Scientific Analysis and Methods of Obtaining Information.
12. Use of The Computer.

c) Training and Qualification:

1. Basic Aviation Security Course.
2. Aviation Security Management Course / Aviation Security Supervisor Course.
3. AVSEC Mail and Cargo Course.
4. Crisis Management Course.
5. Aviation Security Instructor Course (AVSEC 123/Instructors).
6. National Auditor and Inspector Course.
7. Airline Aviation Security Training (2 days Foundation, 3 days specialized).
8. Aviation Security Awareness.
9. ICAO Annex 9 facilitation work shop.

d) National AVSEC Instructor Certification:

1. After meeting all requirements and qualifications, the applicant shall undergo a written and practical exam (Presentation of training modules). The written exam passing mark is 75%. If one or more elements of the certification not completed successfully, the applicant shall undergo for a re-exam. Re-exam shall be allowed only after two-months from the first attempt.
2. On successful completion of the certification process, the candidate shall be given an official certificate.
3. The certificate shall be valid for two years from date of issue.
4. For re-certification, the certified instructor shall deliver a minimum of 2 Aviation Security Training per year, if not, then the applicant shall be subjected to full or specially designed re-fresher training and the evidence that the instructor has conducted 2 AVSEC courses per a year. Otherwise, AVSEC instructor shall undergo a re-current training in aviation security and latest AVSEC amendments before the re-certification.

1.7 Certification of Airport AVSEC Instructor

Airport AVSEC Instructor Certificate Holder Shall Deliver AVSEC awareness and refresher (recurrent training) for airport AVSEC security personnel.

a) Education Qualifications and Experience:

Any university bachelors or diplomas preferably in the fields of Aviation science (Aeronautical or Maintenance Licensed Engineer, Aviation Management, Experienced Pilots), Military Security and Protection Experience, or any similar aviation field with at least ten years experienced and 5 years as an airport AVSEC inspector.

b) Knowledge:

Knowledge of national and international legislation in the field of civil aviation security, the most important of which are:

1. ICAO Annex 17 (Security) and Annex 9 (Facilitation).
2. ICAO Doc. 8973 (Aviation Security Manual).
3. ICAO Doc. 9957 (Facilitation).
4. International Civil Aviation Security Conventions and Protocols.
5. Knowledge of National and Civil Aviation Security Legislation.
6. Civil Aviation Law in the State of Kuwait.
7. Kuwait Civil Aviation Safety Regulations (KCASR).
8. All AVSEC National Programmes and Operators Security Programs.
9. Civil Aviation Regulations and Legislation.
10. Evaluation and Analysis of Aviation Security Programs and The Various Procedures Employed at Civilian Airports.
11. Methods of Research, Scientific Analysis and Methods of Obtaining Information.
12. Use of The Computer.

c) Training and Qualification:

1. Basic Aviation Security Course.
2. AVSEC management course /AVSEC Supervisor Course.
3. Crisis Management Course.
4. AVSEC Mail and Cargo Course
5. Aviation Security Instructor Course (AVSEC 123/Instructors).
6. National AVSEC Inspector Course.
7. Aviation security awareness.
8. ICAO Annex 9 facilitation work shop.

d) Airport AVSEC Instructor Certification:

1. After meeting all requirements and qualifications, the applicant shall undergo a written and practical exam (Presentation of training modules). The written exam passing mark is 75%. If one or more elements of the certification not completed successfully, the applicant shall undergo for a re-exam. Re-exam shall be allowed only after two-months from the first attempt.
2. On successful completion of the certification process, the candidate shall be given an official certificate.
3. The certificate shall be valid for two years from date of issue.
4. For re-certification, the certified instructor shall deliver a minimum of 2 Aviation Security Training per year, if not, then the applicant shall be subjected to full or specially designed re-fresher training and the evidence that the instructor has conducted 2 AVSEC courses per a year. Otherwise, AVSEC instructor shall undergo a re-current training in aviation security and latest AVSEC amendments before the re-certification.

e) Exemption:

Except for DGCA AVSEC experts, approved instructors by an approved organization and approved instructors for another Contracting States, provided that documents are submitted to DGCA/CASeD for acceptance and approval prior conducting the training.



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1.8 Certification of Airline AVSEC Instructor

Airline AVSEC Instructor Certificate Holder Shall Deliver in house within airline premises the following: AVSEC Awareness Training, Airline Aviation Security Training (2 days Foundation, 3 days specialized), AVSEC mail and cargo and basic AVSEC course.

a) Education Qualifications and Experience:

Any university bachelors or diplomas preferably in the fields of Aviation science (Aeronautical or Maintenance Licensed Engineer, Aviation Management, Experienced Pilots), Military Security and Protection Experience, or any similar aviation field with at least ten years experienced and at least ten years experienced in aviation security field.

b) Knowledge:

Knowledge of national and international legislation in the field of civil aviation security, the most important of which are:

1. ICAO Annex 17 (Security) and Annex 9 (Facilitation).
2. ICAO Doc. 8973 (Aviation Security Manual).
3. ICAO Doc. 9957 (Facilitation).
4. International Civil Aviation Security Conventions and Protocols.
5. Knowledge of National and Civil Aviation Security Legislation.
6. Civil Aviation Law in the State of Kuwait.
7. Kuwait Civil Aviation Safety Regulations (KCASR).
8. All AVSEC National Programmes and Operators Security Programs.
9. Civil Aviation Regulations and Legislation.
10. Evaluation and Analysis of Security Programs and The Various Procedures Employed at Civilian Airports.
11. Methods of Research, Scientific Analysis and Methods of Obtaining Information.
12. Use of The Computer.

c) Training and Qualification:

1. Basic Aviation Security Course.
2. AVSEC Mail and Cargo Course.
3. Crisis Management Course.
4. Aviation Security Instructor Course (AVSEC 123/Instructors).
5. Aviation Security Awareness.

d) Flight Deck and Cabin Crew:

AVSEC training for flight deck and cabin crew shall be delivered by an approved airline captain, chief cabin flight instructor and a certified national AVSEC instructor, whom shall meet all the NCASTP and AVSEC certification/approval certification requirements.

e) Airline AVSEC Instructor Certification:

1. After meeting all requirements and qualifications, the applicant shall undergo a written and practical exam (Presentation of training modules). The written exam passing mark is 75%. If one or more elements of the certification not completed successfully, the applicant shall undergo for a re-exam. Re-exam shall be allowed only after two-months from the first attempt.
2. On successful completion of the certification process, the candidate shall be given an official certificate.
3. The certificate shall be valid for two years from date of issue.
4. For re-certification, the certified instructor shall deliver a minimum of 2 Aviation Security Training per year, if not, he shall be subjected to full or specially designed re-fresher training and the evidence that the instructor has conducted 2 AVSEC courses per a year. Otherwise, AVSEC instructor shall undergo a re-current training in aviation security and the latest AVSEC amendments before the re-certification.

f) Exemption:

Except for AVSEC experts, approved instructors by an approved organization and approved instructors for another Contracting States, provided that documents are submitted to DGCA/CASeD for acceptance and approval prior conducting the training.

1.9 Certification of National Airline AVSEC Manager / Air Cargo / GH Agent AVSEC Manager / Airport AVSEC Manager/Service providers AVSEC Managers.

a) Education Qualifications and Experience:

Any university bachelors or diplomas preferably in the fields of Aviation science (Aeronautical or Maintenance Licensed Engineer, Aviation Management, Experienced Pilots), Military Security and Protection Experience, and with at least ten years experienced in aviation security field.

b) Knowledge:

Knowledge of national and international legislation in the field of civil aviation security, the most important of which are:

1. ICAO Annex 17 (Security) and Annex 9 (Facilitation).
2. ICAO Doc. 8973 (Aviation Security Manual).
3. ICAO Doc. 9957 (Facilitation).
4. International Civil Aviation Security Conventions and Protocols.
5. Knowledge of National and Civil Aviation Security Legislation.
6. Civil Aviation Law in the State of Kuwait.
7. Kuwait Civil Aviation Safety Regulations (KCASR).
8. All AVSEC National Programmes and Operators Security Programs.
9. Civil Aviation Regulations and Legislation.
10. Evaluation and Analysis of Aviation Security Programs and The Various Procedures Employed at Civilian Airports.
11. Methods of Research, Scientific Analysis and Methods of Obtaining Information.
12. Use of The Computer.

c) Training and Qualification:

1. Basic Aviation Security Course.
2. AVSEC management course /AVSEC Supervisor Course.
3. Aviation Mail and Cargo Security Course.
4. Crisis Management Course.
5. Airline Aviation Security Training (2 days Foundation, 3 days specialized).
6. Aviation Security Awareness.

d) National Airline AVSEC Manager / Air Cargo / GH Agent AVSEC Manager / Airport AVSEC Manager /Service providers AVSEC Managers.

Certification:

1. After meeting all requirements and qualifications, the applicant shall undergo a written exam and positively pass an assessment interview by DGCA/CASeD. The written exam passing mark is 75%. If one or more elements of the certification not completed successfully, the applicant shall undergo for a re-exam. Re-exam shall be allowed only after two-months from the first attempt.
2. The applicant shall go under assessment / evaluation interview as per KCASR (Form 4) requirement to complete the process.
3. On successful completion of the certification process, the candidate shall be given an official certificate.
4. The certificate shall be valid for two years from date of issue.

2.0 Certification of Airport AVSEC Inspector

a) Education Qualifications and Experience:

Any university bachelors or diplomas preferably in the fields of Aviation science (Aeronautical or Maintenance Licensed Engineer, Aviation Management, Experienced Pilots), Military Security and Protection Experience, or any similar aviation field with at least five years experienced in aviation security field.

b) Knowledge:

Knowledge of national and international legislation in the field of civil aviation security, the most important of which are:

1. ICAO Annex 17 (Security) and Annex 9 (Facilitation).
2. ICAO Doc. 8973 (Aviation Security Manual).
3. ICAO Doc. 9957 (Facilitation).
4. International Civil Aviation Security Conventions and Protocols.
5. Knowledge of National and Civil Aviation Security Legislation.
6. Civil Aviation Law in the State of Kuwait.
7. Kuwait Civil Aviation Safety Regulations (KCASR).
8. All AVSEC National Programmes and Operators Security Programs.
9. Civil Aviation Regulations and Legislation.
10. Evaluation and Analysis of Security Programs and The Various Procedures Employed at Civilian Airports.
11. Methods of Research, Scientific Analysis and Methods of Obtaining Information.
12. Use of The Computer.

c) Training and Qualification:

1. Basic Aviation Security Course.
2. AVSEC management course /AVSEC Supervisor Course.
3. Aviation Mail and Cargo Security Course.
4. Crisis Management Course.
5. Audit and Inspection Technique /Quality Control or National Auditor and Inspector Course.
6. Aviation Security Awareness.
7. ICAO Annex 9 facilitation work shop.

d) Airport AVSEC Inspector Certification:

1. After meeting all requirements and qualifications, the applicant shall undergo a written exam by DGCA/CASeD. The written exam passing mark is 75%. If one or more elements of the certification not completed successfully, the applicant shall undergo for a re-exam. Re-exam shall be allowed only after two-months from the first attempt.
2. On successful completion of the certification process, the candidate shall be given an official certificate.
3. The certificate shall be valid for two years from date of issue.

e) On Job Training:

Training shall consist of one year on - The - Job Training including quality control activities overseen by experienced Airport Security Inspector. All monitoring activities performed by the trainees shall be reviewed on a continual basis by the Airport Security Inspector and documented.

2.1 Certification of X-ray Screener

a) Qualifications: X-Ray screener Shall have a minimum of one-year experience in Aviation Security.

1. Airport Screeners shall be physical attribute, emotionally stable and mental state of health to be able to perform their duties to an adequate standard.
 - a) High School as a minimum.
 - b) Certificate of medical fitness for hearing and sight / certificate of color.
2. Perception suitable for operating color x-ray equipment and checking color coded periods:
 - a) X-Ray equipment training course (Basic ASTP123 — Basic Training Course)
 - b) On-Job Training (OJT).
3. An ability to recognize objects highlighted by X-Ray Screening.

b) Job Requirements:

1. Screeners shall be in a physical and mental state of health to be able to perform their duties to an adequate standard.
2. Medical certification shall be issued only by a person practicing in the appropriate field and licensed to do so in the State of Kuwait.
3. Screeners shall have unimpaired vision and hearing ability, achieved with corrective lenses or hearing aids; colour perception suitable for operating colour X-ray equipment and checking colour-coded permits; an ability to recognize objects highlighted by X-ray screening; good oral and written communication skills, unaffected by speech impediments; good interpersonal skills to enable them to maintain adequate customer service whilst ensuring that security functions are effectively conducted; a healthy lifestyle without dependence on alcohol or illegal substances; and reasonable physical strength and agility, including the ability to repeatedly lift and carry baggage or bend, reach, stoop, squat, stand for prolonged periods. The level of education, or a combination of education and experience, determined to be sufficient for the individual to perform the required duties.
4. The ability to communicate in a second language (English).

c) Training and Qualification:

1. Basic Aviation Security Course.
2. Specific specialty course on the X-ray security equipment.
3. Aviation Security Awareness.

4. Training shall be conducted on a regular basis. Initial training Security staff involved in screening procedures shall be trained according to National Civil Aviation Security Training Program (NCASTP).
5. The specific duties to be performed on the following security areas:
 - a. Screening technology and techniques.
 - b. Screening checkpoint operations.
 - c. Search techniques of cabin and hold baggage.
 - d. Security systems and access control.
 - e. Baggage, cargo, in-flight supplies and airport supplies security.
 - f. Aircraft security and searches.
 - g. Recognition of explosives, weapons and other restricted items.
 - h. Incident reporting and alarm resolution procedures.
 - i. Customer service skills and how this support effective security.
 - j. An overview of terrorism; international.
 - k. Regional and national legal requirements for aviation security.
 - l. Other areas and measures to enhance security awareness, including awareness training for dangerous goods and their impact on the safety and security on flights.
6. Training programmes shall include X-ray equipment training course (Basic ASTP123 – Basic Training Course) and on-the-job training conducted and overseen by certified instructors or experienced security supervisors, as determined by the appropriate training authority. Computer-based Training (CBT) involves the use of technology to provide training material and feedback on performance. It shall be a combination of computer-based instruction and simulation: computer-based instruction consists of tutorials providing

d) X-Ray Screener Certification:

Each Company/entity employing X-Ray Screeners shall be responsible for ensuring that they are duly certified according to the provisions of the NCASTP. For monitoring purposes, DGCA/CASeD shall review the certification process for screeners and require evidence of certification. Training courses leading to certification shall be developed for all aspects of screening, and employees shall be specifically trained for each function they will perform.

2.2 Required Documents for All Applicants

a) Documents to be submitted by the Applicant:

1. Official cover up letter.
2. Copy of the Civil ID.
3. Filling the form DGCA/CASeD Form 2300.
4. Copy of Certificates and Qualifications.
5. Two photos measuring 3" x 2" with blue color background.
6. Copy of valid Travel Document and residence visa.

b) Sequence and Details of Certification Work Steps:

1. The applicant fills out the applicable form through the official website of the Directorate General of Civil Aviation (<https://vwww.dgca.gov.kw>).
2. Civil Aviation Security Department of the Directorate General of Civil Aviation shall Review the application and verify the required documents.
3. The applicant shall pay the applicable fees as per KCASR 27 charges and fees, (governmental bodies and authorities shall be exempted from fees).
4. If the applicant satisfies all the requirements and criteria laid down in the guidance material and national requirements, Civil Aviation Security Department issues the certificate accordingly.
5. Hand out the certificate to applicant.
6. The certificate is valid for two years from the date of issue, unless it is revoked or suspended by DGCA/CASeD.
7. DGCA/CASeD Forms Used in this Parts Are (For Sample Purposes Only). The Required DGCA/CASeD Forms Can be Obtained from Kuwait DGCA Official Website <https://www.dgca.gov.kw>.
8. All Government entities, Service providers, Air Operators and Airport Operators shall return the certificate DGCA/CASeD of any certified personal who has been released from their duties regardless of the certificate expiration date.

2.3 Approval of Civil Aviation Security Training Institute/Center

a) Documentation and Information to be submitted by the Applicant:

1. Initial Application Form (DGCA/CASeD Form 2301).
2. Submit attachments attached to the application form indicating the names, addresses and qualifications of the managers, instructors, and employees who will occupy the administrative positions in the institute or center, indicating that sufficient number of qualified staff for administrative positions, describing and specifying rules, responsibilities, obligation in each suitable person for administrative, managerial positions.
3. An accountable manager who has cooperate competent authority to ensure that all necessary resources are available to accomplish company's tasks and establish and promote security, safety, and quality policy.
4. Provide a list of Aviation Security Training Standard Packages (ASTPs) and, relative documents and programs.
5. ICAO Chicago Convention with Annex 9 and 17 Orientation.
6. To fulfil the requirement of Kuwait DGCA, NCASP, NCASTP, and NCASQP.
7. A list of trainers' names, qualifications, selection criteria and certificates.
8. Types of courses to be trained.
9. Any other information requested by the Authority.
10. Submit the application (DGCA/CASeD Form 2301) stating all the required information and signed by the applicant or the official post who will follow the approval process.
11. The applicant signs affidavit stating that all information and documents provided are correct and accurate.

b) Sequence and Details of Stages of Work:

1. The founders of the Institute shall submit the initial application.
2. Receipt of the initial application from the founders of the Institute.
3. Preliminary assessment by DGCA/CASeD for the project and guidance material.
4. If the initial application is accepted, the operator is required to submit the formal application.
5. The operator shall submit the request in accordance with the required attachments.
6. DGCA/CASeD shall start the approval process by reviewing all documents.
7. DGCA/CASeD shall set an inspection date of the facility.
8. An official letter is issued by the Directorate General of Civil Aviation to issue the certificate as specified after fulfilling all the requirements.
9. An official letter is issued by the Directorate General of Civil Aviation issuing a temporary operating approval and conditional on the correction in case the founder's application is following some deficiencies.



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10. KCASR 27 – charges and fees shall be applied for approval issuance.
(Refer to DGCA Official website www.dgca.gov.kw for the applicable charges and fees.)

c) Time Required for an Aviation Security Institute/Center Approval:

1. The time required to obtain the approval of the Institute or the Center 90 days after submission and completion of the requirements of the official application.
2. DGCA shall formally approve the AVSEC Institute/Center and issue a serialized ASTC certificate (DGCA FORM NO. 2305) which includes the approval, limitations and conditions of the approval upon compliance and fulfillment of all DGCA requirements by the applicant.
3. The approval shall be valid for two years from date of issue, unless revoked or suspended by DGCA/CASeD.

2.4 Approval of Civil Aviation Security Service Provider Company

a) Documentation and Information to be submitted by the Applicant:

1. No Objection/Initial Agreement Proposal with MOI.
2. Company Registratral in the State of Kuwait.
3. Initial Grand Application Form No. 2302 Submitted to DGCA/CASeD.
4. Company AVSEC Experience at Foreign International Airports Endorsed and Supported by the Applicable Appropriate Authority.
5. Company Orientation with ICAO – Chicago Convention, Annex 17, and Annex 9.
6. Fulfil the Requirements of Kuwait DGCA NCASP, NCASTP, NCASQCP, and KCASR.
7. Organization Structure Chart Include Company Exposition Compliance Stating Tasks and Allocations Including AVSEC Managers, Supervisors Post, and Accountability.
8. Companies Quality Policies, Duties and Responsibilities of the Persons Nominated to deal Directory with Kuwait DGCA on behalf of the Company.
9. A General Description of Manpower Resources.
10. AVSEC Screeners Whom Shall Meet DGCA/CASeD NCASTP and AVSEC Certification Guidance Material.
11. Recruitments and Selection Criteria with Training Records and Previous Experience.
12. Initial, recurrent and on-job training in compliance with ICAO and National requirements of all AVSEC personnel.
13. Training on airport contingency plan management.
14. Implement internal AVSEC quality control activities and provide corrective action plan.
15. Coordinate and cooperate with MOI and KIA management in order to provide the best practices in achieving internal quality control methodology.
16. Charges and Fees Shall be Applied in Accordance with KCASR 27 (Charges and Fees).
17. The Approval Shall be Valid as Stated in the Contract Agreement with MOI Unless Revoked or Suspended by Kuwait DGCA.
18. DGCA/CASeD Being Granted Access to the Company to Determine Compliance with National Requirements.

b) Sequence and Details of Stages of Work:

1. The Founders of The Company Shall Submit the Initial Application.
2. Receipt of the Initial Application from the Founders of the Company.
3. Preliminary Assessment By DGCA/CAsEd.
4. If the Initial Application Is Accepted, The Operator Is Required to Submit the Formal Application.
5. The Operator Shall Submit the Request in Accordance with The Required Attachments.
6. DGCA/CAsEd Shall Start the Approval Process by Reviewing All Documents.
7. DGCA/CAsEd shall Set an Initial Inspection Date on the Company.
8. After Fulfilling all the Requirements as Stated Above, DGCA/CAsEd being granted access to the company Shall Issue the Approval Accordingly.
9. The approval shall be valid for two years from date of issue, unless revoked or suspended by DGCA/CAsEd.

2.5 Approval /Acceptance of Aviation Security Programs

The main aim and objective of approval/ acceptance of aviation security programs is to ensure that all entities, air operators, airport operators and service providers meet KCASR requirements and NCASP in order to operate at the required level of competence and security, to undertake the aviation related activities for which they have been approved to be performed inside and outside the state of Kuwait.

Air operators AVSEC program approval shall be applicable for all foreign air operators intend operation to Kuwait International Airport. It is applicable also for Kuwaiti registered air operator certificate holders intend operation to new destination for which DGCA/CASeD approval must be granted before initial operation.

DGCA/ Air Transport Department shall seek DGCA/ Civil Aviation Security Department approval before granting initial operation approval as stated above, ensuring that operation shall not be commenced unless the AVSEC program is Approved / Accepted by DGCA/CASeD and Aircraft security protection on ground is ensured to be provided at KIA.

If all the above is met, DGCA / Air Transport Department shall proceed with the approval process accordingly.

a) Documents and informations to be applied by the applicant:

1. Official letter by the applicant includes a request for AVSEC program approval.
2. The AVSEC program to be approved.
3. DGCA /CASeD Form No. (2100) to be filled.
4. Invoice of the applicable fees (initial -revival- amendment).

b) Sequence and Steps of Work Details:

1. Official proposal letter by the applicant includes all required documents by the applicant.
2. Review the AVSEC program by CASeD as per check list form No.(2213).
3. In case of any finding on the proposed AVSEC program, the applicant will be notified by CASeD to carry out the corrective action.
4. Corrective action by the applicant.
5. Once the program is being accepted, the applicable fees shall be paid by the applicant as per KCASR 27 (Charges and Fees) with an invoice receipt copy.
6. Approval of the program by DGCA/CASeD.
7. The applicant shall provide a soft and a hard copy of the approved program to CASeD.

c) AVSEC programs approval issuance time frame

1. The time frame of the AVSEC programs approval issuance is within 60 working days after fulfilling all the above requirements.



CIVIL AVIATION SECURITY CERTIFICATION/APPROVAL GUIDANCE MATERIAL

ATTACHMENT (1) APPLICATION FOR AVSEC STAFF CERTIFICATE (ASC)

AVSEC Manager Instructor Inspector Screener

Notes: i) Read the form thoroughly and complete the appropriate sections only.
ii) Complete the form in BLOCK CAPITALS or tick boxes unless otherwise indicated.

SECTIONS TO BE FILLED (Complete Sections Listed must be filled)

Issue (Section 1,2) Renewal (Section 1,2)
 Duplicate (Section 1, 2,3) Change of Details (Section 1, 2,4)

SECTION 1 - Personal Particulars of Applicant

Name (As Passport)	(Surname First)	(Given Name)	Gender: M <input type="checkbox"/> F <input type="checkbox"/>
Name of Employer			Contact No.
ASC Number		Staff Number	
Designation		Passport No.	
Nationality		Passport Validity	
Date of Birth		Residence Validity	
Copy of Relevant Approved Courses Certificate (As applicable)			

SECTION 2 - Declaration

I hereby declare that I have completed all the Required Training and the information provided above is true.

Name _____ Date: _____

SECTION 3 - Duplicate (Damaged/Lost/Stolen)

Circumstances of Damage, Lost or Stolen ASC :

First Occurrence Repeated Occurrence Employer/Police Report attached: Yes No



CIVIL AVIATION SECURITY CERTIFICATION/APPROVAL GUIDANCE MATERIAL

Note: In case of lost / Stolen ASC, Police Report must be enclosed

SECTION 4 - Change of Details

	PREVIOUS	CURRENT
Change of Name		
Change of Nationality		
Change of Occupation		
Change of Passport Details		
Miscellaneous		

DOCUMENTS REQUIRED (must be enclosed with Application)

For Initial Issue/ Renewal*/ Duplicate/ Change of Details

1	Covering Letter from the Operator	5	Copy of valid Civil ID
2	Application Form No. 2300 duly filled	6	Prescribed Fee
3	Copy of Passport showing Personal Information, Residency validity, Passport validity	7	1 Photograph size (2"x3") with Blue background
4	Copy of valid Employer ID		*For Renewal Item No.7 is not applicable

NOTE: Certified Official Documents proving applicant's claims must be enclosed.

FOR DGCA USE ONLY

Documents are in order and Valid Approved Rejected

Remarks (If any): _____

Name: _____ Date: _____

Civil Aviation Security Director

Signature:

Date:

DGCA/CASeD form 2300



CIVIL AVIATION SECURITY CERTIFICATION/APPROVAL GUIDANCE MATERIAL

ATTACHMENT (2)

Civil Aviation Security Training Institute/Center Approval Application

Initial Grant
 Renewal
 Change in Ownership
 Others)

No.			
1.	Name of the Applicant:		
2.	Nationality of the Applicant:		
3.	Name of company or corporation:		
4.	Trade Name:		
5.	Registration No. in the Ministry of Commerce and Industry	Official Mailing Address	Date of Registration
6.		Tel: Email:	
7.	Equity Capital:		
8.	Headquarters:		
9.	City:	Region:	
10.	No. of Working Trainers	Their Qualifications	Their Nationalities
11.	Other Branches Location:		
12.	Business of the Company Other Than Aviation Security Training:		
13.	Other Current Company Projects:		
14.	I hereby declare that I have completed all the Required Training and the information provided above is true. Owner Signature: _____ Date: _____		
15.	For DGCA Use Only:		
	Name	Signature	Date
16.	Approval of Section Head:	Approved <input type="checkbox"/>	Reject <input type="checkbox"/>
17.	Approval of the Director of Civil Aviation Security Department:	Approved <input type="checkbox"/>	Reject <input type="checkbox"/>

DGCA/CASeD form 2301



CIVIL AVIATION SECURITY CERTIFICATION/APPROVAL GUIDANCE MATERIAL

ATTACHMENT (3)

Civil Aviation Security Service Provider Company Approval Application

Initial Grant
 Renewal
 Change in Ownership
 Others)

No.			
1.	Name of Certificate Applicant:		
2.	Nationality of Certificate Applicant:		
3.	Name of company or corporation:		
4.	Trade Name (If Different Than Above)		
5.	Registration No. in the Ministry of Commerce and Industry	Official Mailing Address	Date of Registration
6.		Tel: Email:	
7.	Equity Capital:		
8.	Headquarters:		
9.	City:	Region:	
10.	No. of Working Trainers	Their Qualifications	Their Nationalities
11.	Other Branches Location:		
12.	Business of the Company Other Than Aviation Security:		
13.	Other Current Company Projects:		
14.	I hereby declare that I have fulfilled all DGCA Requirements and the Information provided above is true. Owner Signature: _____ Date: _____		
15.	For DGCA Use Only:		
	Name	Signature	Date
16.	Approval of Section Head:		Approved <input type="checkbox"/> Reject <input type="checkbox"/>
17.	Approval of the Director of Civil Aviation Security Department:		Approved <input type="checkbox"/> Reject <input type="checkbox"/>

DGCA/CASeD form 2302

ATTACHMENT (4)

Proposed Approval / Acceptance Form

This form should be utilized to document proposal for initial approval, change, modification, deviation, amendment or exemption from existing approved programmes, methods, documents or SOP.

Section 1: Organization /Entity Details

Organization / Entity Name:

Organization /Entity Approval reference:

Section 2: Proposal Details

Subject:

Purpose for Changes:

(Attach Supporting Documents)

Documents Affected:

How Documents are Affected:

(More sheets can be added)

Section 3: Declaration

I hereby declare that the above-mentioned proposal has been reviewed and certified in accordance with the requirements stipulated in the Kuwait Civil Aviation Safety Regulations (KCASR) and National AVSEC Programs as amended.

Name:

Signature:

Designation:

Date:

Section 4: For DGCA Use Only

Invoice Number (If applicable):

Invoice Date (If applicable):

I hereby declare that the above-mentioned proposal has been reviewed and certified in accordance with the requirements stipulated in the Kuwait Civil Aviation Safety Regulations (KCASR) and National AVSEC Programs as amended.

PROPOSAL REJECTED

PROPOSAL ACCEPTED

PROPOSAL APPROVED

COMMENTS:

DGCA/CASeD National AVSEC Inspector:

Signature:

Date:

Head of the Division:

Signature:

Date:

DGCA/CASeD Director:

Signature:

Date:

Original with Technical Library – Copies to Originator and Standard and Regulation Division