

# AVIATION SECURITY

TRAINING CENTER

# CONTENT

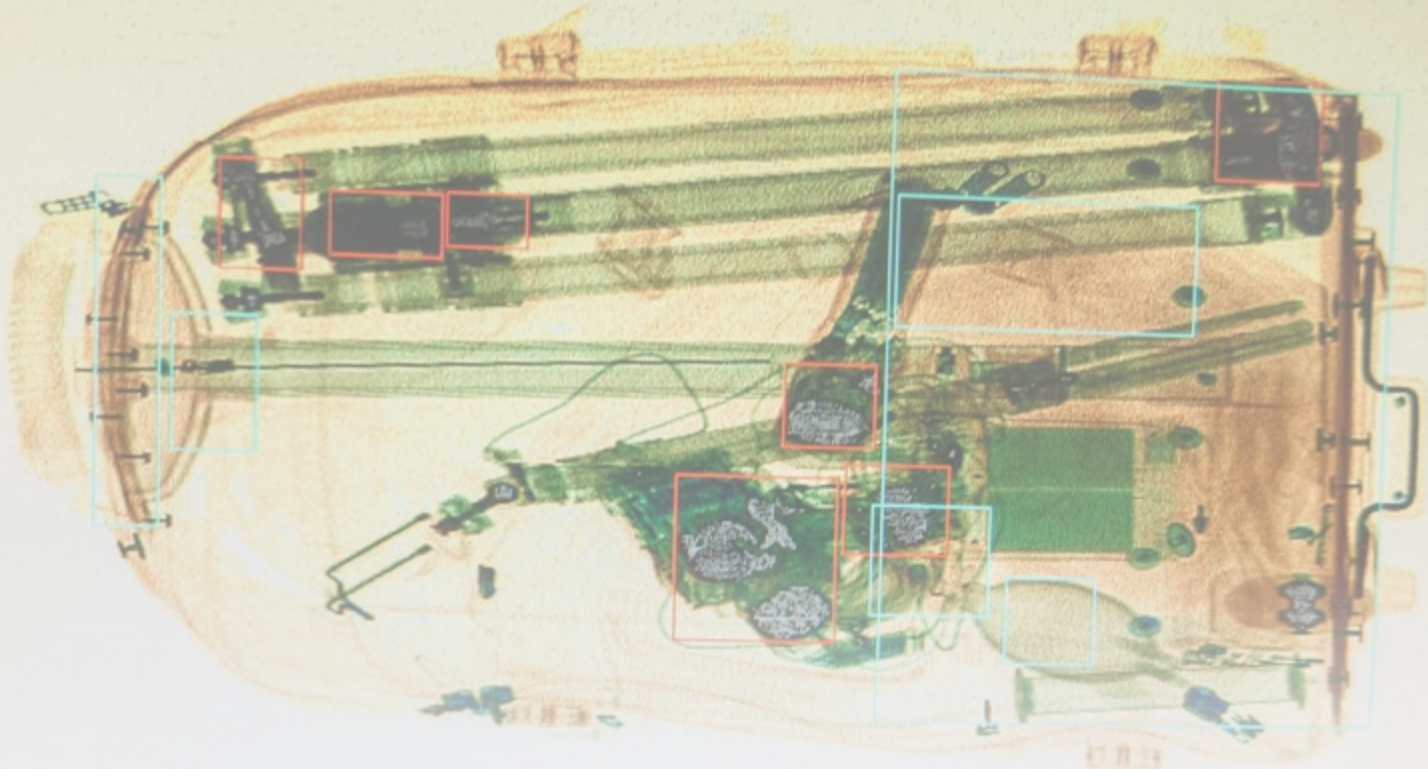
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## Saudi Academy of Civil Aviation

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It is a leading educational entity in the Kingdom of Saudi Arabia, established in 1962 as a technical training institute in 2007 for a specialized academy offering a set of specialized diploma programs and training courses that suit the needs of the Aviation Sector and contribute to qualification and training of human resources working to support 28 airports in the Kingdom.

The programs and courses offered by the academy include the following **specializations**: Air Traffic Control - Maintenance of Aviation Systems - Fire and Rescue - Airport Operation and Safety - Aviation Security.

## Aviation Security Training Center

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The Aviation Security Training Center aims to train all personnel working in security field at local and international airports, whether they are military or civilian. The center shall train personnel working in the field of air transport in accordance with the national aviation security program.

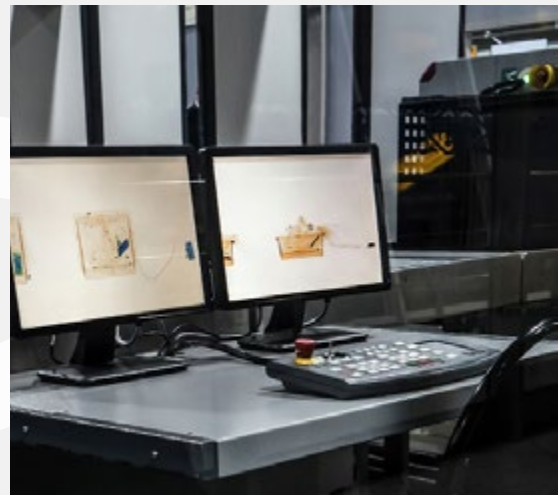
The Center plays a key role in licensing government agencies and private security companies operating or interfering with the airport and aviation security system.

## Equipment and Facilities

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Work of the center is based on simulation labs and specialized equipment that supports the training process.

The academy provides security trainees with two X-ray simulated laboratories. Each laboratory contains 9 computers, a physical device for X-ray, walk through metal detector, handheld metal detector, mirror for inspection below vehicles, a security-dedicated camera, and simulated firearms and bombs.





## The Specialized Courses

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- Basic Aviation Security.
- Air Cargo and Mail Security.
- Crisis Management Workshop.
- Aviation Security National Inspectors.
- Airport Security Supervisors.
- Risk Management Workshop.
- Basic training for Airport Security Personnel.
- Catering Security.
- Aviation Security Awareness.
- Security Management System.
- Basic X-RAY.
- X-RAY Refresher.
- Aviation Security certification system workshop.
- National Civil Aviation Security Quality Control Programme Workshop.

## Center Accreditations

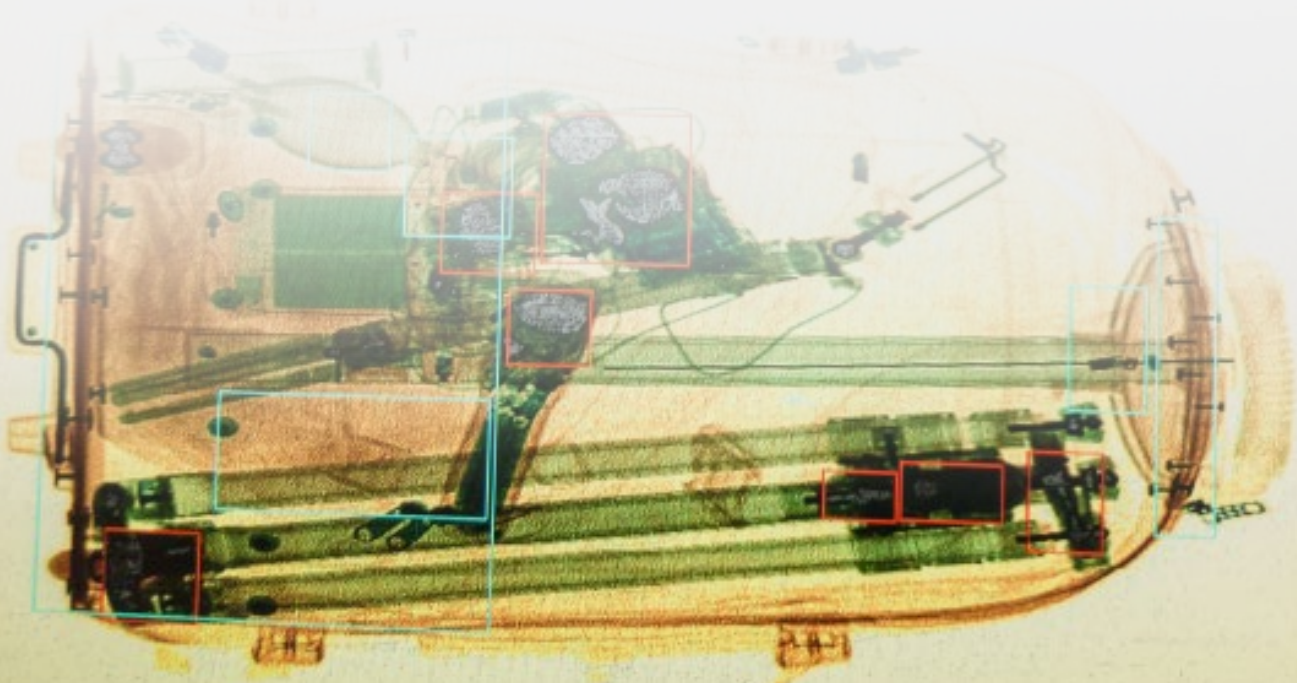
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Authorized by the International Civil Aviation Authority (ICAO).



Authorized by General Authority of Civil Aviation (GACA).





# Basic Aviation Security

## What will you learn?

■ You will be able to monitor and apply airport security measures.

## Learning Activities



Group Exercises



Formal Training Classroom

## Who should attend?

- Entry-level security personnel and employee who are responsible for the application of aviation security preventive measures at airports and from such other aviation related agencies engaged in support activities.



## Course Language

- Arabic.



## Duration

- 5 days / 30 Hrs.



## Assessment and Certification

- Approved by GACA.

## What is covered?

- International and domestic legislation for aviation security.
- Airport orientation.
- Access control.
- Patrolling and guarding.
- Restricted articles and dangerous substances.
- Searching and screening.
- X-ray introduction.
- Aircraft inspection and protection.





# Air Cargo and Mail Security

## What will you learn?

You will be able to develop, implement and oversight of air cargo and mail security measures with an understanding of Annex 17 cargo related Standards and Recommended Practices (SARPs).

## Learning Activities



Airport visit if possible



Formal Training Classroom

## Who should attend?

- Aviation Mail.
- Cargo Employee at Airports.
- Cargo companies.

## What is covered?

- Concepts of Cargo Security.
- Cargo Security Procedures.
- Management of Cargo Security.
- Methods of Screening Cargo.
- Practical Screening Training.
- Security of Post Office Mail.
- Other Security Controls.



### Course Language

- Arabic / English.



### Duration

- 5 days / 30 Hrs.



### Assessment and Certification

- Approved by ICAO and GACA



# Crisis Management Workshop

## What will you learn?

You will be able to assign, organize, plan, conduct and assess aviation security crisis management exercises.

## Learning Activities



Formal Training  
Classroom



Airport visit if  
possible



Group  
exercises

## What is covered?

- Introduction to Crisis Management.
- Crisis Management Concept.
- Crisis Management Plan.
- Crisis Management Team.
- Crisis Management Facilities

## Who should attend?

- Staff at the mid to senior management level involved to maintain and evaluate effectiveness of the crisis management portion of the response to acts of unlawful interference.



## Course Language

- Arabic / English.



## Duration

- 5 Days/30 Hrs.



## Assessment and Certification

- Approved by ICAO and GACA.



## Prerequisites

- Basic aviation security or Cargo & Mail security.



# National Inspectors

## What will you learn?

You will be able to understand and know audit and inspections methodologies, techniques, plus document writing.

## Learning Activities



Formal Training  
Classroom



Airport visit if  
possible



Group  
exercises

## What is covered?

- Introduction to National Inspector Course.
- Definitions.
- Preparation techniques.
- Audit and inspection methodology.
- Audit and Inspection techniques.
- Inspector profile.
- Audit/Inspection Document writing.

## Who should attend?

- Managers, supervisors, and personnel involved in the assessment of the implementation of aviation security measures.



## Course Language

- Arabic / English.



## Duration

- 7 Days/ 42 Hrs.



## Assessment and Certification

- Approved by ICAO and GACA.



## Prerequisites

- Basic aviation security or Cargo & Mail security.





# Airport Security Supervisors

## What will you learn?

You will be able to know airport preventive security measures in accordance with the approved airport security programme.

## Learning Activities



Formal Training  
Classroom



Airport visit if  
possible



Group  
exercises

## What is covered?

- Monitor inspection, screening, searching of passengers and baggage.
- Organizing initial response actions in security emergencies.
- Principles and practices of leadership, motivation, and communication skills.
- Monitor implementation of standard operating procedures.
- Supervising on-the-job training.
- Preparation, recording and submission of incident reports.

## Who should attend?

- Prospective The target population will be existing personnel at the basic level with the potential for promotion to the supervisory level, and existing personnel at that level employed by the authority or organization primarily responsible for the application of aviation security preventive measures at airports.



## Course Language

- Arabic / English.



## Duration

- 5 Days.



## Assessment and Certification

- Approved by ICAO and GACA.



## Prerequisites

- Basic aviation security or Cargo & Mail security.



# Risk Management Workshop

## What will you learn?

You will be able to assess risk through the identification and evaluation of threats and apply risk management methodology when determining the appropriate level of security measures to be implemented.

## Learning Activities



Formal Training  
Classroom



Airport visit if  
possible



Group  
exercises

## What is covered?

- Introduction and overview of civil aviation threats.
- ICAO PROVISIONS.
- Definition of threats and vulnerabilities.
- Definition of risk management and Best practices.
- Risk identification, assessment and mitigation.
- Monitoring and review.
- Handheld Air Defense Weapons.
- Exercise.

## Who should attend?

- Staff at the mid and senior management level involved in the evaluating the effectiveness of the security procedures and new risks, consequences in response to acts of unlawful interference.



## Course Language

- Arabic / English.



## Duration

- 4 Days / 24 Hrs.



## Assessment and Certification

- Approved by ICAO and GACA.



## Prerequisites

- Basic aviation security or Cargo & Mail security.



# Basic Training for Airport Security Personnel

## What will you learn?

- You will be able to monitor and apply airport security preventive measures in accordance with locally approved programme.

## Learning Activities



Formal Training  
Classroom



Airport visit if  
possible



Group  
exercises

## What is covered?

- Airport Orientation.
- Access Control People.
- Access Control Vehicle.
- Restricted Articles and Dangerous Substances.
- Emergencies and Fire Prevention.
- Patrolling and Guarding.
- Passenger Screening and Searching.
- X-Ray Introduction.
- Baggage Search.
- Searching and Securing a Sterile Holding.
- Escorting People and Parcels.
- Protection of Parked Aircraft.

## Who should attend?

- Entry-level security personnel and employee who are responsible for the application of aviation security preventive measures at airports and from such other aviation related agencies engaged in support activities.



## Course Language

- Arabic / English.



## Duration

- 10 Days / 60 Hrs.



## Assessment and Certification

- Approved by ICAO and GACA.





# Catering Security

## What will you learn?

- Necessary knowledge and skills required to effectively ensure catering security in accordance with national and international regulation.

## Learning Activities



Formal Training  
Classroom



Airport visit if  
possible



Group  
exercises

## What is covered?

- Takeover / handover procedures.
- Security screening procedures for individuals.
- Security procedures for catering building.
- Secure procedures for catering delivery.

## Who should attend?

- Entry level of catering security employees and all catering stuff.



### Course Language

- Arabic / English.



### Duration

- 5 Days/30 Hrs.



### Assessment and Certification

- Approved by ICAO and GACA.



# Aviation Security Awareness

## What will you learn?

■ Security Measures and regulations needed to have knowledge of the work industry. Also provides examples of practices in your workplace to identify and prevent potential security threats.

## Learning Activities



Formal Training  
Classroom

## What is covered?

- Current threats to the aviation industry.
- Aviation security regulations and the international organizations behind them.
- Airport access control for people and vehicles.
- Passenger, baggage, cargo, mail and catering security basics.
- Common airport and in-flight security measures for responding to threats.

## Who should attend?

- All airport None security staff employees.



## Course Language

- Arabic / English.



## Duration

- 1 Day / 6 Hrs.



## Assessment and Certification

- Approved by GACA.



# Security Management System (SeMS)

## What will you learn?

- Security management systems definitions.

- Quality control, quality assurance, human factor from security perspective and crisis management in SeMS.

## Learning Activities



Formal  
Training  
Classroom



Airport visit  
if possible



Group  
exercises



Case-  
studies

## What is covered?

- Security Management System Definitions.
- Security risk management.
- Human factors.
- Describe and plan a regulatory structure for aviation security and related security management.
- Quality control and Quality assurance.
- Crisis management in the security management system.

## Who should attend?

- Security supervisor level and top management.
- Civil aviation authorities' representatives.
- All security staffs.



### Course Language

- Arabic / English.



### Duration

- 5 Day / 30 Hrs.



### Assessment and Certification

- Approved by GACA.



### Prerequisites

- Basic aviation security or Cargo & Mail security.





# Basic X-RAY

## What will you learn?

You will be able to build a solid infrastructure for x-ray machinery by using a simulator system.

## Learning Activities



Formal  
Training  
Classroom



Group  
Exercises



Simulator  
System

## What is covered?

- X-ray screening equipment and methods.
- Inner workings of screening equipment.
- Cargo and mail screening techniques.
- Health and safety using detection technology.
- Identifying weapons and IEDs in an x-ray.
- Screening packed luggage and cargo packages.

## Who should attend?

- This course is recommended for entry-level security staff from: Airports, Cargo companies, Security service providers, Law enforcement agencies using screening equipment, and Mail and courier companies.



## Course Language

- Arabic / English.



## Duration

- 5 Day / 30 Hrs.



## Assessment and Certification

- Approved by GACA.



## Prerequisites

- Basic aviation security or Cargo & Mail security.



# X-RAY Refresher



## What will you learn?

- Refreshing your knowledge about the current and new security threats



## Learning Activities



Simulator System



Formal Training Classroom



## What is covered?

- New and current threats.
- Identifying weapons and IEDs in an x-ray.
- Screening packed luggage and cargo packages.



## Who should attend?

- Whose licenses have expired.



## Course Language

- Arabic / English.



## Duration

- 2 Days / 6 Hrs.



## Assessment and Certification

- Approved by GACA.



## Prerequisites

- Basic aviation security or Cargo & Mail security.
- Valid or expired X-ray operator license



# Aviation Security certification system workshop

## What will you learn?

You will be able to establish the recruitment, selection and training criteria for the personnel that may be certified and improving training procedures.

## Learning Activities



Formal Training  
Classroom



Airport visit if  
possible



Group  
exercises

## What is covered?

- Introduction.
- Annex 17 Definitions related to Certification System.
- Certification Systems Overview.
- Exercises.

## Who should attend?

- Air Traffic Controllers.



### Course Language

- Arabic / English.



### Duration

- 5 Days/30 Hrs.



### Assessment and Certification

- Approved by ICAO and GACA.



### Prerequisites

- Basic aviation security.





# National Civil Aviation Security Quality Control Programme Workshop

## What will you learn?

You will be able to monitor the implementation of aviation security measures in compliance with State regulations and the national civil aviation security programme (NCASP).

## Learning Activities



Formal Training  
Classroom



Airport visit if  
possible



Group  
exercises

## What is covered?

- Airport and Aircraft operator security assessment.
- Cargo and mail security assessment.
- Security screening assessment.
- Aircraft caterers and cleaning companies' security assessment.
- Duty-free shops and other retailers/tenant's security assessment.
- Detection, investigation, and enforcement of non-compliance.

## Who should attend?

- This course is important to auditors.
- Inspectors.
- Supervisors.
- Administrative staff that conduct quality control activities.



## Course Language

- English.



## Duration

- 5 Days/30 Hrs.



## Assessment and Certification

- Approved by ICAO and GACA.



## Prerequisites

- Basic Aviation Security.



# Security Culture Workshop

## What will you learn?

This workshop is designed to explain the principles, importance and benefits of effective security culture by using the best practices and efficient tools to ensure sustainability of security culture to develop behavior change through campaigns to maintain effective security culture.

## Learning Activities



Formal Training  
Classroom



Airport visit if  
possible



Group  
exercises

## What is covered?

- Benefits of an effective security culture
- Implementation of strong and effective security culture
- Understanding of security culture
- Importance of participation in active discussions and group work

## Who should attend?

- Auditors / Inspectors
- Supervisors
- Administrative staff that conduct quality control activities



### Course Language

- Arabic / English.



### Duration

- 5 Days/30 Hrs.



### Assessment and Certification

- Approved by ICAO and GACA.



# Aviation Security National Instructor Course

## What will you learn?

To enable aviation security instructors to perform a competency-based and effective role in the delivery of their national aviation security (AVSEC) training activities, through the application of the relevant competencies and in accordance with Annex 17 and the ICAO Aviation Security Manual (Doc 8973 – Restricted).

## Learning Activities



Formal Training  
Classroom



Airport visit if  
possible



Group  
exercises

## What is covered?

- Identify the role and responsibility of the aviation security instructor;
- Identify aviation security training requirements and the principles of learning;
- Identify the elements necessary for course organization and preparation;
- Demonstrate knowledge and instructional skills by delivering a pre-prepared presentation;
- Describe the four steps in the evaluation process for assessing trainee's performance
- Deliver individual presentation on aviation security subject matter selected from an ASTP.

## Who should attend?

- Auditor /Inspectors.
- Supervisors.
- Administrative staff that conduct security courses activities.



### Course Language

- Arabic / English.



### Duration

- 5 Days/30 Hrs.



### Assessment and Certification

- Approved by ICAO and GACA.



### Prerequisites

- Basic AVSEC or equivalent
- Crisis Management workshop
- National Inspector course
- Aviation Security Supervisor



# Aviation Security Managers

## What will you learn?

To enable participants at the managerial level to plan, coordinate and implement the application of airport security preventive measures in accordance with approved national and airport security programmes in accordance with Annex 17 and the ICAO Aviation Security Manual (Doc 8973 – Restricted).

- Take part in an aviation crisis management team as required;
- Develop and implement AVSEC training for security personnel and other airport workers and users
- Develop and maintain liaison with other airports and outside organizations and agencies

## What is covered?

- Explain the origin and purpose of ICAO aviation security related legal instruments, Annex 17,
- the Aviation Security Manual (ICAO Doc 8973) and characteristics of Acts of Unlawful
- Apply basic concepts of management to aviation security and explain the specialist role of the aviation security manager
- Plan, develop and organize the human and material resources necessary for the effective operation of an aviation security unit
- Plan and administer the financial budget for a security unit
- Advise on the development of aviation security programmes and Standard Operating Procedures (SOPs)
- Monitor and enforce the implementation of aviation security programmes and SOPs
- Verify that security personnel are able to implement aviation security preventive measures
- Advise on the development of airport emergency plans and manage the security response action necessary in security emergencies involving aircraft, terminal buildings and airport facilities

## Learning Activities



Formal Training  
Classroom



Group  
exercises

## Who should attend?

- This course is important for supervisors, managers and security staff who responsible of aviation security preventive measures



### Course Language

- Arabic / English.



### Duration

- 7 Days / 42 Hrs.



### Assessment and Certification

- Approved by ICAO and GACA.



### Prerequisites

- Basic AVSEC or equivalent
- Crisis Management workshop
- National Inspector Course (NIC)





# Insider Risk Workshop



## What will you learn?

The workshop has been developed to enable you to acquire the necessary knowledge and skills so that you will be able to carry out your very important tasks to the best of your ability in accordance with Annex 17 and the ICAO Aviation Security Manual (Doc 8973 – Restricted).



## Learning Activities



Formal Training  
Classroom



Group  
exercises



## What is covered?

- Understand the management of insider risks
- Understand the concept of insider threats
- Develop insider threat scenarios
- Practice assessing insider based risks
- To Introduce the Insider concept
- To understand the various types of Insiders
- To understand ICAO risk assessment process
- To develop Insider Threat Scenarios
- To practice assessing Insider based risks



## Who should attend?

- This course is important for Inspectors/ auditors, supervisors, managers and security staff who responsible of aviation security preventive measures



### Course Language

- Arabic / English.



### Duration

- 5 Days/30 Hrs.



### Assessment and Certification

- Approved by ICAO and GACA.



# Insider Risk Workshop



## What will you learn?

The workshop has been developed To enable aviation security Personnel working in landside area at airport to secure the area with the necessary knowledge, skills and attitude in accordance with Annex 17 and the ICAO Aviation Security Manual (Doc 8973 – Restricted).



## Learning Activities



Formal Training  
Classroom



Group  
exercises



Airport visit



## What is covered?

- Identify acts of unlawful interference
- Recognize principals of landside security
- Identify the threats that might be subjected to landside
- Determine mitigation actions measures
- Ability to train employees and provide awareness for public
- Prepare contingency plan and emergency response.
- Recognize security permit systems for certain airport



## Who should attend?

- This course is important for Inspectors/ auditors, supervisors, managers and security staff who responsible of securing landside area at the airport



## Course Language

- Arabic / English.



## Duration

- 5 Days/30 Hrs.



## Assessment and Certification

- Approved by GACA.



# Basic Aviation Security Refresher



## What will you learn?

This course designed to provide security personnel with necessary knowledge, skills and attitude to enable them understand and know update of the regularity information due to update, upgrade the national and international rules and legislations.



## Learning Activities



Formal Training  
Classroom



Group  
exercises



## What is covered?

- Recognize Aviation Security Principles
- Recognize the update of national and international regulations
- Recognize the regulations references
- Understand international security conventions
- Understand the initiated act of unlawful interference
- Understand Preventive security Measures
- Good understanding of Aviation security Quality principals



## Who should attend?

- This course is important for All security personnel who were attended Basic Aviation Security Course



## Course Language

- Arabic / English.



## Duration

- 1 Day/6 Hrs.



## Assessment and Certification

- Approved by GACA.



## Prerequisites

- Basic Aviation Security Certificate



# Air Cargo and Mail Security Refresher



## What will you learn?

This course designed to provide security personnel with necessary knowledge, skills and attitude to enable them update the regularity information due to update, upgrade the national and international rules and legislations regarding cargo And mail measures



## Learning Activities



Formal Training  
Classroom



Group  
exercises



## What is covered?

- Understand the initiated act of unlawful interference in cargo and mail premises
- Recognize cargo elements and secure supply chain
- Recognize the pillars of secure supply chain
- Understand Special shipment and logistics areas
- Understand transfer cargo and mail and high risk shipments
- Understand duty free and WASHAJ program



## Who should attend?

- This course is important for All security personnel who were attended Air Cargo and Mail Security Course



## Course Language

- Arabic / English.



## Duration

- 1 Day/6 Hrs.



## Assessment and Certification

- Approved by GACA.



## Prerequisites

- Air Cargo and Mail Security Certificate





# Catering Security Refresher



## What will you learn?

This course designed to provide security personnel with necessary knowledge, skills and attitude to enable them update the regularity information due to update, upgrade the national and international rules and legislations regarding Catering measures



## Learning Activities



Formal Training  
Classroom



Group  
exercises



## What is covered?

- Understand the procedure of shift handover
- Check security equipment
- Screen personnel using security equipment
- Screen vehicles and catering loaders and building
- Escort catering shipments to aircraft



## Who should attend?

- This course is important for All security personnel who were attended Catering Security Course



## Course Language

- Arabic / English.



## Duration

- 1 Day/6 Hrs.



## Assessment and Certification

- Approved by GACA.



## Prerequisites

- Catering Security Certificate



# In-flight Security



## What will you learn?

This course designed to provide security personnel with necessary knowledge, skills and attitude to improve response in case of any Security situation during flight. Also it illustrate the best practice for dealing with bomb threat, unruly passenger and disruptive passenger in-flight



## Learning Activities



Formal Training  
Classroom



Group  
exercises



## What is covered?

- Understand the importance of threat against civil aviation
- Ability to detect unlawful interference
- Analyze passengers behavior
- Prepare to respond to any flight incident
- Understand security background and legislation



## Who should attend?

- Airline managers with AVSEC responsibilities
- Air Crew and supervisors
- Civil aviation authority
- Air marshals
- Law enforcement personnel



## Course Language

- Arabic / English.



## Duration

- 5 Day/30Hrs.



## Assessment and Certification

- Approved by GACA.



# Behavioral Detection Course

## What will you learn?

This course designed to provide security personnel with necessary knowledge, skills and attitude to educate security personnel and those responsible for aviation security implementation in behavioral detection techniques and methods in order to enhance overall protection against acts of unlawful interference

## Learning Activities



Formal Training  
Classroom



Group  
exercises



Self-  
Study

## What is covered?

- Understand the importance of threat against civil aviation
- Identify body language in forming profile
- Describe and observed suspicious indicators
- Perform a documents and baggage checks
- Perform an effective Risk- based security assessment
- Describe customer service expectations in Airport security environment

## Who should attend?

- Airline managers with AVSEC responsibilities
- Air Crew and supervisors
- Civil aviation authority
- Air marshals
- Law enforcement personnel



### Course Language

- Arabic / English.



### Duration

- 5 Day/30Hrs.



### Assessment and Certification

- Approved by ICAO

**GACA**  
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General Authority of Civil Aviation



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