

GENERAL

LEGISLATION MATTERS

SOUTH AFRICAN CIVIL AVIATION TECHNICAL STANDARDS RELATING TO AIR CARGO SECURITY

A proposal for the insertion of Document SA-CATS-ACS (Air Cargo Security) has been received in terms of Regulation 11.03.2 of the Civil Aviation Regulations, 1997. The said proposal is set out in the Schedule below. Written representations in favour or against the said proposal may be made to the Commissioner for Civil Aviation, Private Bag X73 Halfway House, 1685 for the attention of the Chairperson: CARCOM, or by e-mail for the attention of Herman Wildenboer (wildenboerh@caa.co.za) or Jabulane Mashinini (mashinij@caa.co.za) by not later than 31 March 2007.

1. GENERAL

Section 22A of the Aviation Act, 1962 (as amended by section 5 of the Aviation Laws Amendment Act, 1996) empowers the Commissioner for Civil Aviation to issue technical standards for civil aviation on the matters which are prescribed by regulation.

2. PURPOSE

Document SA-CATS-ACS contains the standards, rules, requirements, methods, specifications, characteristics and procedures that are applicable in respect of the carriage of cargo by air.

Each reference to a technical standard in this document is a reference to the corresponding regulation in the Civil Aviation Regulations, 1997. For example, Technical Standard 108.02.1 refers to regulation 1 of Subpart 2 of Part 108 of the Regulations.

The abbreviation "CAR" is used throughout this document when referring to any regulation.

The abbreviation "TS" refers to any technical standard.

3. SCHEDULES AND NOTES

Guidelines and recommendations in support of any particular technical standard are contained in schedules to, or inserted in the technical standards.

LIST OF TECHNICAL STANDARDS:

South African Civil Aviation Technical Standard Regulating Air Cargo Security

- 108.01.2 REQUIREMENTS FOR CARRIAGE BY AIR OF CARGO**
1. Security Manual
- 108.02.1 DUTIES OF REGULATED AGENTS**
1. Maintenance of Records
 2. Security Controls
- TS 108.02.3 REQUIREMENTS FOR KNOWN CONSIGNORS**
- 108.04.1 REQUIREMENTS FOR SECURITY SCREENING EQUIPMENT**
- 108.05.1 APPLICATION FOR APPROVAL AS A REGULATED AGENT**
- 108.05.2 CERTIFICATE OF APPROVAL**
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 6. Curriculum for Air Cargo Security Training

ANNEXURES

ANNEXURE A: APPLICATION FOR APPROVAL/RENEWAL AS A REGULATED AGENT

ANNEXURE B: FORM OF APPROVAL CERTIFICATE

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ANNEXURE D: KNOWN CONSIGNOR ACCREDITATION CERTIFICATE

ANNEXURE E: CURRICUM FOR AIR CARGO SECURITY TRAINING

1. Security Manual

- (a) Each regulated agent must ensure that the security manual referred to in CAR 108.01.2(5) is divided into eight chapters, under the following headings –

Chapter 1: Compliance undertaking

Chapter 2: Organisational Structure

Chapter 3: Operational Procedures and Resource Utilization

Chapter 4: Record Keeping

Chapter 5: Training

Chapter 6: Recruitment of Staff

Chapter 7: Amendments to Manual

Chapter 8: Contingency Plans

- (b) The information to be contained under each of the above-mentioned chapters is as follows-

1.1 Chapter 1: Compliance undertaking.

A statement signed by a person duly authorised to act on behalf of the regulated agent confirming that the security manual defines the organisation and demonstrates its means and methods for ensuring compliance with Part 108 of the Civil Aviation Regulations, 1997, the SA-CATS-ACS, the NASP as well as any other relevant regulations and that the requirements contained in the manual will be complied with at all times.

1.2 Chapter 2: Organizational Structure.

An organogram, depicting both the organisational structure as well as the security structure of the regulated agent. The organogram must depict the relationship between the air cargo security structure and other structures within the regulated agent. In particular, the hierarchy and reporting lines of all structures that pertain to air cargo security must be indicated, as well as –

- (a) the full names, identity number, qualifications, previous work experience, training as well as the selection process and the security screening undertaken in the appointment of the designated official responsible for the implementation, application and supervision of the security manual;
- (b) the duties and responsibilities of the personnel responsible for air cargo security, including the particulars of the person or persons having the authority to deal directly with the Commissioner on behalf of the organisation; and
- (c) the job descriptions specifying the responsibility and accountability of each official employed by the regulated agent and involved in air cargo security;

1.3 Chapter 3: Operational Procedures and Resource Utilisation.

- (1) Details of the operational procedures to be implemented by the regulated agent in the execution of its duties and functions as prescribed by CARS Part 108.
- (2) These procedures must also illustrate how air cargo security measures are to be supervised and monitored. In particular, it must be indicated how the security of cargo will be achieved in respect of-
 - (a) known cargo;
 - (b) unknown cargo;
 - (c) transshipment cargo;
 - (d) premises, staff and access control and control of permits;
 - (e) transportation, where cargo is transported by road after being made known
 - (f) high value cargo
 - (g) rejected cargo
 - (h) courier, express parcels and mail
- (3) The operational procedures must make provision for-
 - (a) acceptance of cargo in accordance with an established checklist;
 - (b) how cargo is classified as known or unknown cargo;
 - (c) validation of "known consignor;" in accordance with an established checklist;
 - (d) the amount of known cargo from known consignors that is to be screened, this shall be no less than 10%
 - (e) maintenance of a current list of "known consignors";
 - (f) examining and completing of all relevant documentation;
 - (g) establishing a cargo audit trail;
 - (h) labelling or marking of known cargo, once it has been made known;
 - (i) secure storage and safe guarding of known cargo until it is loaded into an aircraft;

- (j) secure road transport, where known cargo is transported by road after cargo has been made known;
 - (k) handing over of cargo for loading onto aircraft.
- (4) A description must be given of the quality management system to be adopted to ensure the sustained effectiveness of the cargo security procedures.
 - (5) The following measures to ensure the effectiveness of the implementation of the Cargo security manual must be stipulated-
 - (a) vulnerability assessments;
 - (b) testing and evaluation of the security procedures detailed in the security manual;
 - (c) the manner and frequency with regard to testing of response procedures to specific threats including bomb threats;
 - (6) Details must be furnished regarding the manner in which breaches of the security requirements of Part 108 will be reported to the Commissioner within 48 hours and the persons responsible for furnishing such reports to the Commissioner.
 - (7) A summary must be furnished of the resources available to implement the requirements of the security manual in both normal and heightened security conditions.
 - (8) Detailed information on screening and searching procedures must be supplied, including information on:
 - (a) who is authorised to carry out screening or searching;
 - (b) procedures for initial checks of cargo on receipt thereof;
 - (c) procedures for hand searching of cargo;
 - (d) screening of cargo by technical means; for example by X-Ray and explosive detection devices;
 - (e) technical specification and type of security screening equipment used;
 - (f) course of action to be taken on finding a cause for suspicion.
 - (g) Procedures for procurement of security screening equipment
 - (h) Procedure and schedules for maintenance of security screening equipment

1.4 Chapter 4: Record Keeping.

- (1) Details must be supplied as to how the following records will be maintained, safe guarded and stored:

- (a) staff training;
 - (b) shipping documentation;
 - (c) current "known consignor" list;
 - (d) acceptance of cargo check list;
- (2) Details must be supplied as to how personnel records are to be maintained.

1.5 Chapter 5: Training.

Details of the frequency, type and levels of staff security training and syllabi to be provided.

1.6 Chapter 6: Recruitment of Staff.

Details of the procedures to be followed in the recruitment of staff including background checks.

1.7 Chapter 7: Amendments to Manual.

Details of the procedures to control, amend and distribute such amendments to the security manual must be supplied. Details of the person responsible for making such amendments as well as the procedure for obtaining approval from the commissioner for such amendments must also be supplied.

1.8 Chapter 8: Contingency Plans.

Description of plans to deal with:

1. Bomb threats
2. Discovery of suspect or prohibited items
3. Equipment failure
4. Enhanced measures for heightened threat level
5. High risk flights
6. Industrial Action

1. Maintenance of Records

A regulated agent shall maintain records of all shipping documents showing the cargo's consignee, consignor and cargo description as well as the security controls applied to such consignments. Such records shall be retained for a period of one year. The particulars of the recording system utilized are to be stated in the regulated agent's security manual.

2. Security Controls

A regulated agent shall determine that cargo tendered for carriage by air does not contain any weapons, explosives or any other dangerous devices which may be used to commit an act of unlawful interference and apply methods to prevent weapons, explosives or other dangerous devices from being introduced, by any means whatsoever, on board an aircraft engaged in commercial air transport operations. The under-mentioned security measures shall be applied either individually or in combination to cargo tendered for carriage by air-

- (a) Searching by hand or physical check.
- (b) Screening by x-rays.
- (c) Subjecting to simulation chamber testing.
- (d) Applying other means, both technical and bio sensory, such as vapour, trace detectors and dogs.
- (e) Maturing by delaying transportation of cargo.

The only cargo which may be exempted from the above security control is cargo exempted from these requirements under Part 108.03.7 of the CARS and known cargo received from a known consignor or another regulated agent, to which security controls have already been applied.

TS 108.02.3 REQUIREMENTS FOR KNOWN CONSIGNORS

The word “originator” as used in the definition of “known consignor” in the regulations means “the originator of the goods;

- where the goods are prepared for carriage; or
- where the goods become identifiable as air cargo.”

TS 108.04.1 REQUIREMENTS FOR SECURITY SCREENING EQUIPMENT

The procurement of any security screening equipment should be done in line with the requirements stated in the National Aviation Safety Plan, 2004

108.05.1 APPLICATION FOR APPROVAL AS A REGULATED AGENT

The application form for a Certificate of Approval/Renewal is contained in Annexure A.

An executive of the organisation shall sign the application.

TS 108.05.2 CERTIFICATE OF APPROVAL

The format of the Certificate of Approval is contained in Annexure B.

TS 108.05.5 APPLICATION FOR VALIDATION AS A KNOWN CONSIGNOR

The application form for a Certificate of Accreditation as a Known Consignor is contained in Annexure C.

An executive of the organisation shall sign the application.

TS 108.05.6 KNOWN CONSIGNOR ACCREDITATION CERTIFICATE

The format of a Known Consignor Accreditation Certificate is contained in Annexure D.

TS 108.05.7 DESIGNATION OF VALIDATORS

The conditions and requirements for and the rules, procedures and standards connected with the designation of a known consignor validator, are the following:

7. Purpose

This technical standard deals with the selection and designation of KNOWN CONSIGNOR VALIDATORS (KCVs) and identifies the specific functions which, authorised by the Commissioner, may be performed by KCVs.

8. Conditions

- (a) The candidate should not be in the employ of a cargo handling organization, air service operator, freight forwarder or any other entity involved cargo operations.
- (b) The candidate must be independent.
- (c) The candidate must sign a declaration that he/she would inform the CAA and withdraw from a validation should there be an actual conflict of interests or if in the eyes of a third party there might be one.
- (d) The candidate must have a valid drivers license;
- (e) The candidate must be computer literate

9. Requirements

- (a) The candidate must at least possess the following qualifications:
 - (i) A matric certificate or equivalent;
 - (ii) Level 3 Certificate in Air Cargo Security; and
 - (iii) Successful completion of the initial dangerous goods training and the refresher dangerous goods training, at the intervals referred to in CAR 92.00.8(4).
- (b) The candidate must at least have current technical knowledge and experience commensurate with that required for the particular function;
- (c) The candidate must have sufficient ability to read, speak and understanding the English language to enable such candidate to duly exercise the powers of a designated KCV.
- (d) The candidate must be a physically, and mentally fit and proper person to duly exercise the powers of a designated KCV.
- (e) Current and thorough working knowledge of the applicable CARs, relevant Aeronautical Information Circulars, CATS Documents, the relevant sections of the NASP and all other relevant aviation security legislation
- (f) Have unquestionable integrity, cooperative attitude, and the ability to exercise sound judgment;
- (g) The ability to maintain the highest degree of objectivity while performing authorised functions on behalf of the Commissioner

10. Duties

- (a) Conduct validations as well as ad hoc inspections on known consignors in terms of the regulations, as may be instructed by the Civil Aviation Authority from time to time;
- (b) Submit reports to the Commissioner on every inspection in the format as may be requested by the Commissioner;
- (c) Maintain competency;
- (d) Ensure that records of all inspection conducted are submitted to the Civil Aviation Authority no later than 14 working days from the date of the inspection;
- (e) Stay abreast of new developments regarding air cargo security, both locally and internationally; and

- (f) Maintain confidentiality

11. **Procedures**

- (a) Any person, who desires to be designated as a KCV, must apply in writing to the Commissioner and supply at least two character references.
- (b) An application for designation as a KVC must be accompanied by a CV, certificates and any other documentation to prove that the applicant complies with the conditions, requirements and standards prescribed in these technical standard.

12. **Selection and Appointment**

- (a) The Commissioner will evaluate all applications in line with the above requirements as well as the needs of the Civil Aviation Authority.
- (b) On determination that the applicant meets all the relevant requirements, the Commissioner will prepare a document, which will identify him/her as a KCV. Functions authorised will be stated on the face of this document. However, should the space available preclude the listing of all authorised functions, the document will provide reference to a letter (supplement) which will set out the KCV's limits of authority in full detail. The Commissioner or someone delegated by him or her will endorse the reverse side of the document and it will be presented to the KCV.

- Notes:
- 1. In all cases, the authority of the KCV is restricted to specific functions commensurate with the applicant's knowledge and experience.
 - 2. The Commissioner reserves the right to appoint or not to appoint an applicant depending on the qualifications of the applicant and the needs of the Civil Aviation authority as may be determined by himself/herself from time to time.
 - 3. The Commissioner may, after due consideration of the application, designate the applicant as a KCV for a period determined by the Commissioner, which period may not exceed one year, calculated from the date of designation, and such may be renewed annually by the Commissioner in line with the needs of the CAA.
 - 4. The Commissioner may withdraw a designation if –
 - (a) It becomes evident that the KCV does not comply with the provisions of this technical standard; or
 - (b) the withdrawal is necessary in the interests of aviation safety and security.
 - 5. Should designation be withdrawn or not renewed the candidate shall return all documentation regarding his designation to the Commissioner as well as all records of work performed on behalf of the Commissioner.

13. **Standards**

The candidate must comply with the conditions, requirements and rules prescribed in this technical standard.

14. **Monitoring and Supervision**

All KCVs will be subject to monitoring and supervision by the Civil Aviation Authority, as appropriate for the particular authorised functions.

15. **Limitations of Authority**

The documents presented to each KCV will identify all authorised functions. These functions are limited to those for which the KCV is qualified.

TS 108.06.1 AIR CARGO SECURITY FAMILIARISATION TRAINING

- (a) A regulated agent must compile syllabi stipulating the practical and theoretical training to be furnished to all personnel specified in regulation 108.06.1 (1). This training should engender awareness amongst personnel as to how they should perform their duties. Each syllabi must clearly indicate the type and content of the training that must be conducted and clearly specify defined learning objects. The type of training must be divided into two main categories, general air cargo security training and job specific.
- (b) The details of the syllabi developed must be specified in the security manual for approval by the Commissioner.
- (c) The air cargo security familiarisation training may be conducted by the manager responsible for the compilation of the manual or someone delegated by him.
- (d) The curriculum in Annexure E should be used as a guideline in developing air cargo security familiarisation training that is in line with the person's duties and responsibilities.

TS 108.06.2 STANDARD AIR CARGO SECURITY TRAINING

Standard Air Cargo Security Training shall be divided into the following levels:

1. Level 1: Cargo Security Officer

- (1) Applicability:
 - (a) Security personnel employed in securing the premises of the regulated agent, where known cargo is processed and secured;
 - (b) Security personnel employed in x-ray screening and monitoring.
- (2) Additional Requirements to Standard Air Cargo Security Training:
 - (a) Where a person operates an x-ray screening machine, such person shall receive training on a computer-based programme module, approved for the purpose by the Commissioner.
 - (b) A Cargo Security Officer shall receive Dangerous Goods Awareness training in terms of Part 92.
 - (c) Before undertaking Standard Air Cargo Security Training one should already be competent in Aviation Security Training
 - (d) Air Cargo Security Officers shall also be trained and graded in accordance with Private Security Industry acts and regulations as ammended

2. Level 2: Cargo Security Supervisor

- (1) Applicability:
 - (a) Any person who exercises a supervisory function over one or more security officers;
 - (b) Any person who exercises supervision over the implementation of the procedures required in the security manual will have to complete this training as well as the additional requirements refered to subparagraph (2) with the exception of (c).
- (2) Additional Requirements to Standard Air Cargo Security Training:
 - (b) Before undertaking Standard Air Cargo Security Training one should already be competent in Aviation Security Training.
 - (c) Security Supervisors shall also be trained and graded in accordance with Private Security Industry acts and regulations

3. Level 3: Cargo Security Manager

- (1) Applicability:

- (b) Any person who exercises management over one or more security officers;
- (c) Any person who compiles or manages the implementation of the security manual will have to complete this training as well as the additional requirements with the exception of (b);
- (d) Any person who conducts validations on Known consignors on behalf of the Commissioner will have to complete this training as well as the additional requirements with the exception of (b).

(2) Additional Requirements to Standard Air Cargo Security Training:

- (a) Before undertaking Standard Air Cargo Security Training one should already be competent in Aviation Security Training.
- (b) Security Managers shall also be trained and graded in accordance with Private Security Industry acts and regulations

4. Refresher training of Persons involved in Cargo Security.

- (1) The syllabus for the refresher-training course must cover the same subject matter as contained in the initial training course contemplated in paragraph (1) of Section 1 above.
- (2) The amount of training required by the recurrent training course is determined after due note has been taken of the persons previous training, competency and experience, but shall include any new developments relevant to air cargo security operations and procedures.

5. Aviation Training Organisations

- (1) For organizations applying for approval as an aviation training organization in Standard Air Cargo Security Training the following must be submitted:
 - (a) An Application form
 - (b) The relevant fee
 - (c) Two copies of Manual of Procedures (For information to be included in the MOP see SA-CATS-ATO)
 - (d) A quality management system (For information to be included in the quality management system see SA-CATS-ATO)
 - (e) Training schedule, including dates and names of operators training are provided for. (If applicable)
 - (f) Description of training facilities and equipment
 - (g) Lesson plans (for all types of training applied for)
 - (h) Training manuals
 - (i) Training slides
 - (j) Training workbooks and or handbooks
 - (k) Assessment questions and answers, including practical assessments
- (2) All instructors wishing to conduct Air Cargo Security Training should apply to the Commissioner for accreditation as an instructor. Application for instructor accreditation must be reviewed by the training organisation for recommendation to the CAA and the following information must be forwarded to the CAA:

- (a) Original or certified proof of train –the- trainer certificate
- (b) Original or certified proof of assessor training and SAQA accreditation as an assessor
- (c) Original or certified proof that the applicant has passed the relevant theoretical knowledge examination from the list below:
 - (i) Aviation Security Training
 - (ii) Cargo Security
- (d) A copy of a detailed curriculum vitae and certified copies of relevant qualifications
- (e) Proof of approval as an Aviation Training Organization
- (f) Copy of the regulated agent certificate if applicant plans to provide in-house training
- (g) Instructor final evaluation to be conducted by the Authority
- (h) Minimum requirements/qualification for Instructors are the following:
 - (i) Subject matter expert (SME) as approved by the CAA
 - (ii) Successful completion of cargo security training.
 - (iii) Original or certified proof of having undergone an approved train the trainer course as well as assessor training.
 - (iv) The instructor must have sufficient ability in reading, speaking, writing and understanding the English language to enable such instructor to duly exercise the duties of an instructor.
- (i) Instructors must be affiliated to an accredited Aviation Training Organization approved in terms of Part 141 of the Civil Aviation Regulations.

6. Curriculum for Air Cargo Security Training

The curriculum to be used in developing training material can be found in Appendix E

ANNEXURE A

LOGO

SOUTH AFRICAN CIVIL AVIATION AUTHORITY
CIVIL AVIATION REGULATIONS, 1997

APPLICATION FOR APPROVAL AS A REGULATED AGENT.

APPLICATION FOR THE AMENDMENT OF APPROVAL

APPLICATION FOR THE RENEWAL OF APPROVAL

Notes:

- i. An application for approval as a regulated agent, or an amendment thereof, must comply with the provisions of CAR 108.05.1
- ii. An application for the renewal of approval must comply with the provisions of CAR 108.05.3
- iii. Section 1 of this form must be completed in all cases.
- iv. Other sections must be completed if applicable to the specific application.
- v. The original application must be submitted to the Commissioner for Civil Aviation.
- vi. Where the required information cannot be furnished in the space provided, the information must be submitted as a separate memorandum and attached hereto.
- vii. Please delete items, if not applicable.
- viii. Mark the appropriate block:
 - Application for approval as a regulated agent
 - Application for the amendment of approval
 - Application for the renewal of approval

1. PARTICULARS REGARDING THE APPLICANT / REGULATED AGENT

1.1 Full name:
.....

1.2 Trade name:.....
.....

1.3 Full business / residential address:
.....

1.4 Postal address:

1.5 Telephone number: 1.6 Telefax Number:

1.7 Cellular phone number..... 1.8 E-mail address

1.9 SITA code (if any) :..... 1.10 Postal code

1.11 Legal status of applicant / holder (individual/close corporation/company/ trust/other - specify)

1.12 Registration number in the case of a close corporation / company/ trust:

1.13 Full particulars in respect of the individual/ each responsible directors/shareholder/ partner/member/office bearer.:

Name	Position	Identity Number	Nationality	Country of Permanent Residence
.....
.....
.....
.....
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.....
.....
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.....
.....

1.14 The applicant/holder declares hereby that the particulars provided in this application are true in every respect

.....
 Signature Date

ANNEXURE B

LOGO

SOUTH AFRICAN CIVIL AVIATION AUTHORITY
CIVIL AVIATION REGULATIONS, 1997

CERTIFICATE OF APPROVAL

1. Certificate number:.....	2. Expiry date:.....
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3. Description of regulated agent:.....

4. Name of regulated agent:.....

5. Physical address of regulated agent:	6. Postal address of regulated agent:
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7. Conditions and Restrictions:
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8. I, the undersigned, hereby certify that the holder of this certificate has been dully approved in accordance with Part 108 of the Civil Aviation Regulations, 1997:

..... ON BEHALF OF THE COMMISSIONER FOR CIVIL AVIATION

ANNEXURE C

LOGO

SOUTH AFRICAN CIVIL AVIATION AUTHORITY
CIVIL AVIATION REGULATIONS, 1997

APPLICATION FOR ACCREDITATION AS A KNOWN CONSIGNOR.

APPLICATION FOR THE AMENDMENT OF ACCREDITATION

APPLICATION FOR THE RENEWAL OF ACREDITATION

Notes:

- ix. An application for approval as a known consignor, or an amendment thereof, must comply with the provisions of CAR 108.05.5
- x. An application for the renewal of accreditation must comply with the provisions of CAR 108.05.8
- xi. Section 1 of this form must be completed in all cases.
- xii. Other sections must be completed if applicable to the specific application.
- xiii. The original application must be submitted to the Commissioner for Civil Aviation.
- xiv. Where the required information cannot be furnished in the space provided, the information must be submitted as a separate memorandum and attached hereto.
- xv. Please delete items, if not applicable.
- xvi. Mark the appropriate block:
 - Application for accreditation as a known consignor
 - Application for the amendment of accreditation
 - Application for the renewal of accreditation

1. PARTICULARS REGARDING THE APPLICANT / KNOWN CONSIGNOR

1.1 Full name:
.....

1.2 Trade name:.....
.....

1.3 Full business / residential address:
.....

1.4 Postal address:

1.5 Telephone number: 1.6 Telefax Number:

1.7 Cellular phone number..... 1.8 E-mail address

1.9 SITA code (if any) :..... 1.10 Postal code

1.11 Legal status of applicant / holder (individual/close corporation/company/ trust/other - specify)

1.12 Registration number in the case of a close corporation / company/ trust:

1.13 Full particulars in respect of the individual/ each responsible directors/shareholder/ partner/member/office bearer.:

Name	Position	Identity Number	Nationality	Country of Permanent Residence
.....
.....
.....
.....
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.....
.....

1.14 The applicant/holder declares hereby that the particulars provided in this application are true in every respect

.....
 Signature Date

ANNEXURE D

LOGO

SOUTH AFRICAN CIVIL AVIATION AUTHORITY
CIVIL AVIATION REGULATIONS, 1997

CERTIFICATE OF ACCREDITATION

1. Certificate number:.....	2. Expiry date:.....
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3. Description of known consignor:.....

4. Name of known consignors:.....

5. Physical address of known consignor:	6. Postal address of known consignor:
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7. Conditions and Restrictions:
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8. I, the undersigned, hereby certify that the holder of this certificate has been dully accredited in accordance with Part 108 of the Civil Aviation Regulations, 1997:

..... ON BEHALF OF THE COMMISSIONER FOR CIVIL AVIATION

**ANNEXURE E:
CURRICULUM FOR AIR CARGO SECURITY TRAINING**

Depending on the duties of the personnel being trained the course syllabi should include the following. The depth to which the topics listed below are covered should be determined by the individual's duties and responsibilities:

Module 1: Cargo Security in Context (ALL)

Objectives:

1. Describe the threat to civil aviation security that exists worldwide.
2. Identify methods of attack used against civil aviation.
3. Identify the types of people who present a threat to civil aviation.
4. Explain the international, regional and State aviation security organizations.
5. Explain the responsibility of the appropriate authority.
6. Explain how cargo security forms part of the overall security posture of an airline/ airport operator security programme.

Module 2: Concepts of Cargo Security (ALL)

Objectives:

1. Define and explain the concept of air cargo.
2. Explain the ways in which air cargo moves.
3. Explain why air cargo has become vulnerable.
4. State the constraints on air cargo security.
5. State the legal basis for air cargo security.
6. Examine the regulated agent concept and its implications.

Module 3: Cargo Security Procedures

(Acceptance staff, staff with responsibility for raising cargo documentation, managers and supervisors.)

Objectives:

1. Define and explain the responsibilities of aircraft operators, "known consignors" and "regulated agents".
2. Define and differentiate between "known cargo", "unknown cargo" and "exempt cargo".
3. Explain the procedures for the acceptance of known and unknown cargo by aircraft operators and regulated agents.
4. Explain the procedures for handling special cargo consignments.
5. Recognize the need for variable levels of security control in response to changes in threat level.
6. Explain the importance of an audit trail and how it can be maintained

Module 4: **Management of Cargo Security**

(Management & Supervisors)

Objectives:

1. Explain the need for, purpose of and contents of a regulated agent security programme.
2. Identify the role of the manager or supervisor with respect to cargo security.
3. Design a regulated agent security programme.
4. Assess the security controls of on the premises of a "known consignor"
5. Explain the need and the purpose of conducting vulnerability assessments.
6. Conduct vulnerability assessment for a regulated agent

Module 5: **Methods of Screening Cargo**

(Screening and searching of air cargo and mail staff, supervisors and managers.)

Objectives:

1. Explain the components of improvised explosive and incendiary devices.
2. Explain the different options for screening cargo as well as their advantages and disadvantages.
3. Explain the actions to be taken should a suspect item be found

Module 6: **Other Security Controls**

(ALL)

Objectives:

1. State the legal basis and objectives for cargo physical security.
2. Explain how unauthorized access may be deterred through cargo security control procedures.
3. Explain how unauthorized access to known cargo consignments may be detected.
4. Explain the use of permit, airport identity card or pass systems as a means of access control.
5. Explain the importance of general awareness to potential threats to civil aviation.
6. Explain the action to be taken on discovering a cause for suspicion.
7. Explain the immediate action to be taken upon receipt of a bomb threat.
8. Explain the elements of a good incident report.

Module 7: **Practical Training for X-Ray Operators**

(Screeners)

Objectives:

1. Switch on a typical x-ray machine and operate it safely.
2. Interpret images on an x-ray monitor and identify items that may be prohibited or dangerous.
3. Select cargo for physical examination according to standard operating procedures.

Module 8: **Security of Post Office Mail**

(Mail Managers & Supervisors)

Objectives:

1. State the legal basis and objectives for airmail security.
2. Define and explain the responsibilities of postal authorities.
3. Define and differentiate between "known mail," "unknown mail" and "time sensitive mail," "non-time sensitive mail," "transshipment mail" and "exempt mail."
4. Explain the procedures for the acceptance of known and unknown mail by postal authorities.
5. Recognize the acceptable procedures for the security control of airmail.