

**[OTS TRANSPORTATION SECURITY REGULATION
NO. 012-2010, February 17, 2011]**

**STANDARD REQUIREMENT FOR ACCREDITATION OF CIVIL
AVIATION SECURITY TRAINING CENTER, TRAINING CENTER
PERSONNEL COMPLEMENT, AND TRAINING CENTER FACILITIES
AND EQUIPMENT**

Pursuant to Executive Order 277 as amended by Executive Order 311 designating the Office for Transportation Security (OTS) as the single authority in transportation security, mandated to ensure the implementation of Annex 17 to the Convention on International Civil Aviation and the National Civil Aviation Security Program (NCASP), a Transportation Security Regulation (TSR) providing for the Standard Requirement for **Accreditation of Civil Aviation Security Training Institution** is hereto established and sustained.

**Rule I
General Provisions**

Section 1. Title – This Transportation Security Regulation shall be known as the “Standard Requirement for Accreditation of Civil Aviation Security Training Institution.”

Section 2. Basis – To implement Sec. 17 of the National Civil Aviation Security Program (NCASP) in compliance with 3.4.2 Amendment 11 of ICAO, Annex 17, the Standard Requirement for Accreditation of Civil Aviation Security Training Institution is hereby established.

Section 3. Purpose – To effectively enforce compliance with Standard Requirement for **Accreditation of Civil Aviation Security Training Institution** including but not limited to:

- 3.1 documentary requirements
- 3.2 training facility and equipment
- 3.3 qualifications of instructors
- 3.4 quality of teaching methods
- 3.5 training curriculum
- 3.6 training aids/materials, references and books

Section 4. Definition of Terms

4.1 **Accreditation** – A system/process of officially approving/recognizing a certain agency based on the given criteria.

4.2 **Agency** – A private or government office, institution, or organization duly registered under Philippine Laws.

4.3 **Lesson Plan** – A detailed outline of the subject matter to be delivered in a class with appropriate time limit for discussion of a certain topic.

4.5 **Program of Instruction (POI)** – A plan/set of procedure in the conduct of training or activity.

4.6 **Aviation Security Training Center** – A designated and appropriate place where learning process, either theoretical or practical aspects of Civil Aviation Security related courses are being conducted.

4.7 **Training Personnel Complement** – shall refer to training directors, instructors, and staff of accredited training centers.

Rule II Requirements

Section 5. Documents – The following are the basic documentary requirements for:

5.1 Training Centers

- 5.1.1 Letter request for accreditation
- 5.1.2 Application form (duly accomplished)
- 5.1.3 Company Profile
- 5.1.4 Securities and Exchange Commission (SEC)
Articles of Incorporation/ Department of Trade
and Industry (DTI) Board of Investment (BOI)
registration and other government agency
registration as applicable
- 5.1.5 Other requirement as may deem necessary

5.2 Training Center Director/Instructor/Staff

- 5.2.1 Resume/Bio-data of Staff/Personnel (attached
document as proof of qualifications)
- 5.2.2 Relevant Certificate of training issued by OTS

5.3 Training Center Facilities and Equipment