[OTS TRANSPORT SECURITY REGULATION NO. 001-2006 CASS, October 23, 2006]

OTS-CASS TRAINING, QUALITY CONTROL AND TESTING

Pursuant to Sections 3.1.1; 3.4.4; 3.4.6; and 3.4.7 in the Amendment 10 of the International Civil Aviation Organization (ICAO) Annex 17, a Transportation Security Regulation on Civil Aviation Security Service (CASS) training, quality control and testing standards are hereto established to address and sustain the effective implementation of the National Civil Aviation Security Program (NCASP) and its supporting documents.

RULE I
Title, Basis, and Definition Of Terms

SECTION 1. Title- This shall be known as "THE OTS-CASS RULES & REGULATIONS ON TRAINING, QUALITY CONTROL & TESTING".

SECTION 2. Basis- To implement the "National Civil Aviation Security Program" (NCASP)" in compliance with the provisions of Annex 17 of the International Civil Aviation Organization (ICAO), a Quality Control System (QCS) is hereby established to translate plans and procedures promoting the continuing improvement and corrective activities (monitoring, survey, inspection and audit), thus establishing uniform, consistent and sustained performance in the implementation of the NCASP. The QCS will promote Training Program (National Civil Aviation Security Training Program, NCASTP), Quality Control Program (National Civil Aviation Security Quality Control Program, NCASQCP) and Testing Program (National Testing Protocol) that will insure the uniform, consistent and sustained performance of civil aviation security measures and practices.

SECTION 3. Definition of terms

3.1 **Audit**- A methodically planned review to determine how security activities are regularly conducted in compliance with the established procedures & standards.
3.2 **Inspection**- An examination of the implementation of relevant "National Civil Aviation Security Programme (NCASP)" requirements by an airline, airport, or other entity involved in security.
3.3 **Monitoring**- The uninterrupted physical observation of the performance of airport security duties made by inspectors to ascertain their uniform, consistent and sustained security job performances.
3.4 **Security Survey**- An evaluation of security needs including the identification of security vulnerabilities that would be exploited to carry out an act of lawful interference, and the recommendations for corrective actions.

3.5 **Violation**- Failure to perform duties and obligations in accordance with the prescribed directives, procedures, programs, standards operating procedures, memorandums and the like.

3.6 **Deficiency**- Failure to undertake security measures required of the situation/demand at hand.

3.7 **Preventive Action**- refers to the activities undertaken by Office for Transportation Security (OTS) quality control inspectors/auditors (monitoring, inspection, survey and audit) to insure uniform, consistent and sustained performance of airport security duties.

3.8 **Corrective Action**- refers to the activities undertaken by airport level inspectors/ auditors and the managers/supervisors of each airport security related office to insure uniform, consistent and sustained performance of airport security duties in order to be self-correcting.

3.9 **Security Test**- A covert or overt trial of an aviation security measure which simulates an attempt to commit an unlawful act.

RULE II
Training, Quality Control, Testing

SECTION 4. Training:

4.1 Airport is a vital installation of high-activity. Security demands that all airport security related personnel be appropriately trained.

4.2 No airport personnel performing security functions shall be deployed without appropriate aviation security training from OTS accredited training institutions pursuant to ICAO STP 123/04.

4.3 The appropriate initial pre-deployment training course for each are:

4.3.1 Armed security personnel	- Basic Aviation Security Course (AVSEC, STP 123/04)
4.3.2 Screeners	- Aviation Security Screeners Course ASSC, STP 123/004)
4.3.3 Airline, Cargo, Catering, Ground Handling, Janitorial	- AVSEC Awareness Seminar
4.3.4 Airport-based office personnel with access to airside	- . AVSEC Awareness Seminar

4.4 Intermediate advance security training courses shall be attended by airport security-related officials commensurate to their position and responsibilities prior to their assumption of duty:

4.4.1 Airport Security Supervisor	- AVSEC Supervisor (STP 23/025/SUPERV)
4.4.2 Airport Security Inspector	- AVSEC Management (STP 123/026/MAN)
4.4.3 Airport Security Manager	- AVSEC Crisis Management (STP123/027/CRIMAN)
4.4.4 Airport Security Crisis-Mngt	- AVSEC Cargo (STP

123/028/CARGO)

4.4.5 Airport Security Instructors - AVSEC Cargo (STP 123/048/A)

4.5 AVSEC Recurrency-training shall be attended by security personnel accumulating maximum point demerits in order to re-acquire the knowledge, skills and competencies required of their position.

4.6 The maximum authorized absence of only one day equivalent to 8 hrs shall be allowed in each basic, intermediate and advance course. Complete attendance in the 8-hour Security Awareness Course for all airport personnel performing security-related functions is mandatory and will be one of the bases for issuance of access pass effective July 2006. Certified Aviation Security Training Institute shall submit After Completion Report for each AVSEC course concluded to enable OTS to evaluate and issue a certification for this purpose.

4.7 There shall be two types of certifications that OTS shall issue: one institutional and individual. Institutional certificate is issued to compliant airport security-related agencies. Individual certification is issued to personnel of airport security-related agencies. These certifications may be revoked by OTS for cause (repeated accumulation of maximum demerit point; major breach of security measures, others)

4.8 Aviation Security Provider (ASP), Aviation Security Training Center (ASTC) and private security training institutions as civil aviation security training institutions shall be certified by OTS before offering and undertaking civil aviation security training. Accreditation in this regard is undertaken by submitting to OTS for evaluation the following requirements: a – Company name and profile; b – License to operate; c – Security Program/ Training Module; d – Information Sheets/training certificates of Certified aviation security instructors; e – Certified list of aviation security books, instruction material and facilities; f – certified information sheets of participants.

4.9 Certifications of individual civil aviation worker shall be based on the guideline/criteria (shown below) to be observed by OTS Certification Board. The Board shall be composed of two personnel from CASS-OTS, one from CATC, and one from PNP-ASG. The board shall be chaired by the OTS Administrator.

4.10 Airport Screener requirements: a) Agility (25%) – Coordination of hands, feet & eyes while performing AVSEC duties; b) Proficiency (25%) – Speed in performing duties without assistance; c) Physical Fitness (25%) – Dexterity/agility in the performance of duties; d) Competence (25%) – Mastery of civil aviation security procedures.

4.11 Instructors requirements: a) Competence (30%) – Mastery of the subject matter and display of self-confidence during demonstration teaching; b) Voice Projection (10%) – Appropriate loudness of voice; c) Personality (20%) – Presentable/appropriate attire; d) Visual Aids (30%) – Use of teaching aids; e) Previous Teaching Experiences (10%) –

4.12 AVSEC Personnel requirements: a) Training certificates; b) SOI/PDS; c) Competency test

4.13 Follow up evaluation shall be conducted on training institutes issued institutional certification. Their training needs shall be assessed in accordance to ICAO prescribed training courses. Similarly, instructors issued individual certification shall be evaluated every two years.

SECTION 5. Quality Control

5.1 Compliance with AVSEC standards is the objective of quality control (QC) in the execution of the National Civil Aviation Security Program (NCASP). Consistency can be attained thru the uniform performance of AVSEC duties learned in ICAO-mandated courses. Quality of AVSEC performance can be realized through the continuous monitoring and verification of the individual and collective performances of all airport-based personnel through the conduct of systematic security inspection, monitoring, survey, audit and testing.

5.2 Quality Control Assurance is a tool aimed to ensure that the quality of the program implementation is not compromised. It should create a confidence that all personnel of airport security related offices are performing properly their duties in accordance with the regulatory requirements set by the OTS in the NCASP. The Airport Security Committee shall be constituted into Quality Control Management Review Board to be conducted in each airport, every month chaired by the airport General Manager. It covers the violations and the action taken against infractions of the national airport and operator's programs. Conversely, management review shall be likewise conducted by the head of each airport-security-related-agency together with their respective security officer on minor security matters covered under their Internal Quality Assurance review authority. These two processes shall be document; copy furnished CASS-OTS.

5.3 A clear policy definition of the level of quality service in each airport, all security related office shall perform; a) a procedure that sets out the level and frequency of the internal review and to communicate them to CASS, OTS and all concerned airport-based offices; b) procedures by which either quality indicators such as reports, incidents, complaints and deficiencies are brought into the quality assurance review; c) a list of responsible persons and their duties and functions; d) procedures for rectifying any deficiencies found/discovered; e) A procedure for management analysis and overview.

5.4 Airport-security-related-office shall develop, implement and maintain an appropriate Internal Quality Assurance Program aimed in sustaining the performance of their respective personnel. A quality control oversight unit in every airport is hereby established to be composed of three (3) members appointed by the OTS Administrator.

5.5 Reward and Punishment System – In recognition of the efforts of all personnel of each airport security related office to comply with their respective Operator's Program; a reward system is to be given by the OTS Administrator for their benefit.

5.6 Each personnel of airport security related office shall have a starting maximum total of 50 points merits for six (6) months (January 1 to June 30 and/or July 1 to December 31). This maximum points shall correspondingly be diminished by established/published violations.

5.7 Each personnel of airport security related office who fails to comply or deviates from the required security procedures stated in the National Civil Aviation Security Program, Airport Security Program, OT/Airport authority and management issued Security Memoranda/Directive, Manual/Plans shall be issued Security Violation Ticket (SVT). Checked in the box provided is the particular violation committed together with the corresponding number of demerits incurred. The SVT shall be