

Issued: 8.3.2011	Enters into force: 14.3.2011	Validity: until further notice
Legal basis: Regulation (EC) No 300/2008 of the European Parliament and of the Council on common rules in the field of civil aviation security Commission Regulation (EU) No 185/2010 laying down detailed measures for the implementation of the common basic standards on aviation security Finnish Aviation Act (1194/2009)		
Modification details: This regulation repeals Aviation Regulation SEC M1-1 on recruitment and training requirements and approvals related to civil aviation security, issued on 17 November 2010.		
Scope of application: This aviation regulation applies to training related to civil aviation security, the organisations providing such training, instructors, the qualifications and training requirements for personnel with aviation security-related duties, background checks before employment and authority approvals.		

## RECRUITMENT AND TRAINING REQUIREMENTS AND APPROVALS RELATED TO CIVIL AVIATION SECURITY

### CONTENTS

1	PRE-EMPLOYMENT CHECK.....	2
2	APPROVAL TO SECURITY SCREENER TRAINING .....	2
3	SECURITY SCREENER TRAINING.....	2
4	FAMILIARISATION PERIOD.....	2
5	DEMONSTRATION OF SKILLS .....	3
5.1	General .....	3
5.2	Standardised image interpretation test .....	3
5.3	Written theoretical knowledge examination .....	3
5.4	Practical examiners.....	3
5.5	Failure in demonstration of skills.....	4
5.6	Advance notification of demonstrations of skill.....	4
6	APPLICATION FOR APPROVAL.....	4
6.1	Approval and re-approval of security screeners .....	4
6.2	Approval of instructors .....	4
6.3	Approval of training programmes.....	4
7	RECURRENT TRAINING OF SECURITY SCREENERS .....	5
8	SPECIFIC TRAINING FOR SUPERVISORS.....	5
9	TRAINING OF PERSONS RESPONSIBLE FOR CARGO SECURITY .....	6
10	DUTY TO KEEP RECORDS.....	6
11	MUTUAL RECOGNITION OF TRAINING .....	6

## **1 PRE-EMPLOYMENT CHECK**

Persons being recruited to implement, or to be responsible for the implementation of, access control or other security controls elsewhere than in a security restricted area shall pass a pre-employment check in accordance with paragraph 11.1.4 of the Implementing Regulation.

## **2 APPROVAL TO SECURITY SCREENER TRAINING**

For any person intending to attend security screener training, the training organisation shall apply for an approval in writing from the Finnish Transport Safety Agency in accordance with section 108 of the Aviation Act. The application must be submitted to the Finnish Transport Safety Agency at least 7 days before the security screener training begins.

## **3 SECURITY SCREENER TRAINING**

3.1 The training of security screeners shall consist of basic training, job-specific training, a familiarisation period, associated theoretical knowledge examinations and practical tests. At the end of the training, the applicant shall pass a demonstration of skills test.

3.2 For successful completion of theoretical knowledge examinations in basic training and job-specific training, 80% of the answers must be correct.

3.3 Persons not having received security screener training may be used to arrange bags in a security checkpoint, provided that they have received a theoretical training of at least one hour and a familiarisation of at least two hours for the task. The training and familiarisation shall be documented in the person's training records.

## **4 FAMILIARISATION PERIOD**

4.1 The familiarisation period means an on-the-job training period during which the student performs actual security screening duties under the supervision and responsibility of a security instructor and/or an experienced security screener. An experienced security screener means a person who works as a security screener and has an experience of at least one year in such duties.

4.2 Before the student can attend the familiarisation period, he/she must have successfully completed the basic training and job-specific training and associated examinations.

4.3 The progress of the familiarisation period shall be documented so that the records show who supervised the familiarisation, which tasks were practised and how the student performed in the tasks.

4.4 The duration of job-specific familiarisation periods referred to in paragraphs 11.2.3.1 – 11.2.3.3 of the Implementing Regulation shall be at least 10 hours, and the duration of familiarisation periods referred to in paragraphs 11.2.3.4 and 11.2.3.5 of the Implementing Regulation shall be at least 5 hours. The familiarisation period for image interpretation shall include at least 30 hours of image interpretation for each job duty. In case the student undertakes familiarisation training for more than one duty simultaneously, the duration of image interpretation training shall be at least 10 hours for each duty, but not less than 40 hours in total. A maximum of five hours of training for each job duty may be conducted using an image interpretation simulator. The images used in the simulator must be of the same level of difficulty as those to be expected in actual duties.

4.5 The familiarisation period shall be completed within four months after completion of the study period. For a justified cause, however, the training organisation may apply for an extension if the familiarisation period cannot be completed within four months as required. An interruption of more than three months in the familiarisation period will not be accepted.

## **5 DEMONSTRATION OF SKILLS**

### **5.1 General**

5.1.1 On completion of the security screener training, the applicant shall pass a demonstration of skills test in accordance with the Finnish Transport Safety Agency's instructions. The demonstration shall consist of a theoretical knowledge examination and a practical test. Persons who only carry out airport access control or surveillance and patrols in accordance with paragraph 11.2.3.5 of the Implementing Regulation are not required to take the demonstration of skills test. The written theoretical knowledge examination evaluates the student's ability to master the subjects taught during the theoretical training period. The practical test assesses the student's ability to successfully perform a hand search of a person, bag or vehicle, depending on for which task the person has been trained.

5.1.2 Persons using x-ray equipment or explosive detection systems (EDS) shall, in addition, take a standardised image interpretation test specific to each subject area.

### **5.2 Standardised image interpretation test**

In the standardised image interpretation test, the applicant's ability to interpret images is determined using image interpretation software maintained by the training organisation. The software shall contain at least 1000 images of no less than 250 different threat articles, including component parts of threat articles. The number of images to be interpreted in the test shall be at least 50, and each individual image shall be shown for no more than 30 seconds. The training organisation shall have a procedure for selecting a random sample of images from the image bank. For successful completion of the standardised image interpretation test, 80% of the answers must be correct.

### **5.3 Written theoretical knowledge examination**

For the written theoretical knowledge examination, 20 questions from each subject area to be examined must be selected from the Finnish Transport Safety Agency's question bank, which is made available for the use of training organisations. The training organisation shall have a procedure for selecting a random sample of questions from the question bank. For successful completion of the theoretical knowledge examination, 80% of the answers must be correct.

### **5.4 Practical examiners**

Practical tests are assessed by a representative of the training organisation and, on a spot-check basis, by a representative of the Finnish Transport Safety Agency. On behalf of the training organisation, demonstrations of skill can only be assessed by an instructor of the subject area in question, who works for the training organisation as a primary occupation and has been approved by the Finnish Transport Safety Agency. If the employer so wishes, their representative can participate in the demonstration as an observer.

## 5.5 Failure in demonstration of skills

If the student fails the demonstration of skills test or any section of it, he/she may retake the failed section or sections after having received such amount of supplementary training as the instructor considers necessary. The minimum amount of supplementary training is one hour. If the student fails for a second time, he/she must complete the basic training, job-specific training, familiarisation period and demonstration of skills again for the subject area in question.

## 5.6 Advance notification of demonstration of skills

The Finnish Transport Safety Agency shall be notified in writing of any planned practical tests at least one week in advance, if the test is to be conducted in the Helsinki region, and at least 14 days in advance, if the test is to be conducted elsewhere in Finland. The notification shall indicate the place and time for the test, subject areas to be tested and the estimated number of students participating in the test.

## 6 APPLICATION FOR APPROVAL

### 6.1 Approval and re-approval of security screeners

6.1.1 An application for security screener approval can be submitted to the Finnish Transport Safety Agency when the student has successfully completed the basic training, job-specific training, familiarisation period and demonstration of skills. An approval for the student may be sought by his/her training organisation or employer. Written evidence of how the approval requirements are met must be attached to the application.

6.1.2 Security screener approvals remain in force for the times specified in paragraph 11.3 of the Implementing Regulation. An application for re-approval can be submitted to the Finnish Transport Safety Agency when the security screener has successfully completed the recurrent training and a demonstration of skills in accordance with paragraph 5.1 above. The application shall be submitted in writing by the applicant's employer or training organisation. Evidence of how the requirements for re-approval are met must be attached to the application.

6.1.3 Anyone not holding a valid approval may not, without supervision, perform any duties for which an approval is required.

### 6.2 Approval of instructors

Applications for instructor approvals shall be submitted to the Finnish Transport Safety Agency. The application shall indicate how the instructor meets the requirements specified in paragraph 11.5 of the Implementing Regulation. Instructor approvals are valid for an undetermined period, provided that recurrent training courses are completed on time and notified to the Finnish Transport Safety Agency.

### 6.3 Approval of training programmes

6.3.1 The Finnish Transport Safety Agency shall approve any training programmes related to civil aviation security in accordance with paragraph 11.2.1.3 of the Implementing Regulation and section 109 of the Aviation Act. The application shall contain the following information:

- 1) description of the training organisation (persons involved in the training, their qualifications, training facilities and equipment available);
- 2) target group for the training;

- 3) description of how the training content meets the applicable requirements (syllabus, duration, other relevant information);
- 4) for image interpretation training, the software and equipment used in the demonstration of skills;
- 5) for recurrent image interpretation training, description of how the training meets the requirements specified in paragraph 11.4.1 of the Implementing Regulation.

6.3.2 The application for approval shall be submitted at least 45 days before the training is intended to begin. The training may not be started before the Finnish Transport Safety Agency has issued its approval.

## **7 RECURRENT TRAINING OF SECURITY SCREENERS**

7.1 To maintain their qualification and approval, security screeners must receive recurrent training in accordance with paragraph 11.4 of the Implementing Regulation. During recurrent training, the participants shall refresh their knowledge and skills, and be informed of any changes and technical developments in the field.

7.2 If the security screener has not completed the recurrent training and demonstration of skills in accordance with paragraph 5.1 above before the expiry of the approval, he/she is not allowed, without supervision, to perform any duties for which an approval is required after the approval has expired. However, he/she may retake the recurrent training and demonstration of skills within three months of the expiry of the approval. If the security screener fails to successfully complete the recurrent training and demonstration of skills within the period of three months, the approval ceases to be valid. The approval can be validated again by retaking the whole security screener training as required for the task in question.

7.3 The classroom and/or computer based training for image recognition in accordance with paragraph 11.4.1 of the Implementing Regulation shall be given in periods of at least one hour. After the image recognition training, the security screener shall undertake a test, the successful completion of which requires that 80% of the answers are correct. Failed applicants must be given additional training and retake the test. When the image recognition training and associated test have been successfully completed in full, the security screener shall take a standardised image interpretation test in accordance with paragraph 5.2 above. For successful completion of the standardised image interpretation test, 80% of the answers must be correct. The security screener may not perform image interpretation tasks before he/she has passed the standardised image interpretation test.

7.4 In case the security screener has not been working in security screening duties within a period covering the past six months but not exceeding 12 months, he/she may not perform any tasks for which an approval is required before he/she has completed the recurrent training and demonstration of skills in accordance with paragraph 5.1 above. If the security screener has not been working in security screening duties within a period exceeding 12 months, he/she must retake the security screener training in full.

## **8 SPECIFIC TRAINING FOR SUPERVISORS**

8.1 The specific training for supervisors in accordance with paragraph 11.2.4 of the Implementing Regulation shall consist of theoretical knowledge training, a familiarisation period and associated examinations. For successful completion of the theoretical knowledge examination, 80% of the answers must be correct.

8.2 After successful completion of theoretical knowledge training, the applicant shall undertake a familiarisation period of at least 10 hours. The familiarisation period means an on-the-job training period under the supervision and responsibility of an instructor and/or an experienced supervisor. An experienced supervisor means a person who works as a supervisor and has an experience of at least one year in such duties. The familiarisation period shall be documented so that the records show who supervised the familiarisation, which tasks were practised and how the student performed in the tasks. Provisions on recurrent training of supervisors are laid down in paragraph 11.4.2 of the Implementing Regulation.

## **9 TRAINING OF PERSONS RESPONSIBLE FOR CARGO SECURITY**

Persons responsible for cargo security shall have received the training specified in paragraph 11.2.5 of the Implementing Regulation. Provisions on recurrent training of persons responsible for cargo security are laid down in paragraph 11.4.2 of the Implementing Regulation.

## **10 DUTY TO KEEP RECORDS**

10.1 The training organisation shall keep a record of any training given and examinations taken, and retain such records for a period of at least 10 years. The training organisation shall issue a certificate to all students having completed its training.

10.2 The employer shall keep a record of all training and approvals received by its staff. The records shall be retained for the duration of the employment relationship and at least six months after the employment has ceased.

## **11 MUTUAL RECOGNITION OF TRAINING**

Certificates of any training obtained in another member state shall be sent to the Finnish Transport Safety Agency. The Agency estimates, on a case-by-case basis, to what extent the training can be considered to meet the local security training requirements.

Kim Salonen  
Director General, Civil Aviation

Auli Kankkunen  
Head of Security