



สำนักงานการบินพลเรือนแห่งประเทศไทย
The Civil Aviation Authority of Thailand

INSTRUCTOR CERTIFICATION MANUAL

CAAT- SFD - ICM

Issue: 02

Revision: 00

Date: 12 DECEMBER 2019

Approved By

A handwritten signature in black ink, appearing to read 'Rusnee Mustapa', is written over a horizontal line.

Rusnee Mustapa

Manager

Aviation Security and Facilitation Standards Department

The Civil Aviation Authority of Thailand

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2. LIST OF EFFECTIVE PAGES

The effective pages of this manual are listed in the table below.

Each time a manual is revised; the List of Effective Pages is revised and sent with the new revision.

Part 0

Page	Rev	Date
0-1	00	12 DEC 2019
0-2	00	12 DEC 2019
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0-6	00	12 DEC 2019
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Part 1

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1-1	00	12 DEC 2019

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5-1	00	12 DEC 2019
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Part 6

Page	Rev	Date
6-1	00	12 DEC 2019
6-2	00	12 DEC 2019

Page	Rev	Date
6-3	00	12 DEC 2019
6-4	00	12 DEC 2019

3. RECORD OF REVISION

The valid pages of this Manual are listed in the List of Effective Pages distributed with every revision.

The table below describes the dates and reason for the different revisions of the current issue of this manual.

Issue	Rev	Date	Rev by	Reason
01	00	27/06/2017	Sunattha S.(SFD/SQ)	Initial issue
02	00	12/12/2019	Phatcharin I.(SFD/SC)	New Procedure in accordance with NCASTP

4. AMENDMENT TRANSMITTAL PAGE

To: All holders of Name of the Manual

Subject: Manual Transmission

The table below lists pages to insert and remove from the previous version of the manual.

When doing so, users should ensure not to throw away pages that have not been replaced.

Using the List of Effective Pages can help determine the correct content of the manual.

Pages to be inserted	Pages to be removed

Pages to be inserted	Pages to be removed

I attest that the Hard copy in my possession has been updated according to the instructions above

Name:	Hard Copy N°:	Signature:

This page shall be returned signed to Quality Assurance Department.

 Manager of QAD

5. DISTRIBUTION LIST

N ^o	Holder	Type
Original	Manager of SFD	Hard Copy
01	Head of SC	Hard Copy
N/A	SC staff	Electronic copy at SC share drive

Table 1 Distribution List

6. DEFINITIONS & ACRONYMS

6.1 Definitions

Term	Definition
Candidate	An individual who applies for a Certified Aviation Security Instructor Certificate.
Certification	A formal evaluation and confirmation by or on behalf of the appropriate authority for aviation security that a person possesses the necessary competencies to perform assigned functions to an acceptable level as defined by the appropriate authority.
Certified Instructor	The instructor certified by The Civil Aviation Authority of Thailand (CAAT) in accordance with National Civil Aviation Security Training Programme (NCASTP) which is certified by CAAT.
Recertification	The process of the certification renewal in every five years for the certified instructor who shall fully qualify with refresher and recurrent training or maintain of a Certificate. The instructor shall pass the Subject Matter Expertise (SME), which organized by the Civil Aviation Authority of Thailand.

6.2 Abbreviations and Acronyms

Abbreviation or Acronym	Meaning
ASTP	Aviation Security Training Programme
AVOSP	Aviation Operator Security Programme
CAAT	The Civil Aviation Authority of Thailand
DGCA	The Director General of the Civil Aviation Authority of Thailand
SC	Personnel Certification Division
SFD	Aviation Security and Facilitation Standard Department
SME	Subject Matter Expertise
NCASP	National Civil Aviation Security Programme
NCASTP	National Civil Aviation Security Training Programme

PART 1. OBJECTIVE

1. OBJECTIVE

The objective of the Instructor Certification Manual is to outline the process for conducting a formal evaluation and confirmation by or on behalf of the Civil Aviation Authority of Thailand (CAAT) for Aviation Security, to ensure that a person possesses the necessary competencies to develop and/or conduct aviation security training to an acceptable level as defined by CAAT.

This manual provides the criteria to be applied when conducting training certification; competency evaluation and recertification in order to ensure that adequate standards are consistently and reliably achieved through designated certification exams that shall be fair, reliable, valid and standardized. Passing the required certification assessment is a pre-requisite to certification as an aviation security instructor.

PART 2. SCOPE

2. SCOPE

The civil aviation security instructor certification manual is conducted for certifying the instructor who is qualified in accordance with NCASTP as follows;

- Screener instructor
- Security guard instructor
- National civil aviation security inspector instructor
- Security awareness instructor
- Internal auditor instructor
- In flight security instructor (Aviation security specialize training)
- Air traffic service provider instructor (Aviation security specialize training)

PART 3. AUTHORITY AND REFERENCE

3. AUTHORITY AND REFERENCE

The following document gives authority to CAAT with regards to this Manual;

- a) Air Navigation Act B.E. 2497 (2019)
- b) Regulation of The Civil Aviation Authority of Thailand : Instructor Certification B.E.2561
- c) National Civil Aviation Security Programme (NCASP)
- d) National Civil Aviation Security Training Programme (NCSTP)

This Manual is referred to;

Annex 17 (Standard 3.1.7)

“3.1.7 From 1 July 2013, each Contracting State shall ensure the development and implementation of training programmes and an instructor certification system in accordance with the NCASP”

PART 4. RESPONSIBILITIES

4. RESPONSIBILITIES

The DG of CAAT

Responsible for approving the examination paper and the certified instructors.

Manager of Aviation Security and Facilitation Standards Department (SFD)

Responsible for directing and overseeing the implementation of the civil aviation security instructor certification programme.

Head of Personnel Certification Division

Responsible for planning SME Test schedule and assigning qualified staffs to conduct the demonstration assessment.

Division Heads, Aviation Security and Facilitation Standards Department

Responsible for setting and reviewing the examination paper.

PART 5. PROCESS

5. PROCESS

5.1 Application

When the sponsor organization or instructor completes an application form via <https://eservice.caat.or.th> , SFD by SC shall review the applicants' qualification and related documents as follow;

- 5.1.1 A completed application form
- 5.1.2 Personal data and recent authentic photograph (1 inch x 1 inch)
- 5.1.3 Employment certificate or employee identification card
- 5.1.4 Criminal background check
- 5.1.5 ICAO instructor course certificate or instructor certificate from Thailand training institute or international organization which is recognized by CAAT
- 5.1.6 Training history (Aviation Security related)
- 5.1.7 Minimum 3 years experience in the field of Aviation Security. Moreover, the instructor is required to have aviation security training experience appropriate for the job criteria.
- 5.1.8 For screener Instructor shall have;
 - minimum 3 years experience in X-ray Interpretation; or
 - qualification as required by Regulation of The Civil Aviation Authority of Thailand : the Minimum Standards for Personnel Responsible for security screener B.E. 2561

The assigned staff shall refer to Instructor Qualification Checklist (SFD-SC-103) in assessing the applicant's qualification according to the requirement.

5.2 Subject Matter Expertise (SME) Test

Only the successful applicant who meets the requirement as indicated in Regulation of The Civil Aviation Authority of Thailand: Instructor Certification B.E. 2561 will be announced and required for SME test. The examination paper will be developed and reviewed by the head of each division within Aviation Security and Facilitation Standards Department.

Such applicants are subjected to have SME Test as the following areas;

5.2.1 Basic Aviation Security which includes national legislations, related law and regulations, NCASP; and

5.2.2 Specialized knowledge depends on the application.

The applicant shall pass 80 % both Basic Aviation Security and specialized knowledge of the SME test.

5.3 Instructor Demonstration Assessment

The Instructor Demonstration Assessment shall be implemented as a programme to evaluate the individual's competency in the following areas:

- Training structure
- Speaking abilities
- Use of training material
- Non-verbal communications
- Topic knowledge
- Class management
- Time management

Aviation Security instructors are required the following competencies, but not limited to;

5.3.1 Knowledge

- General knowledge in Aviation
- Aviation Security Law which includes International conventions and National regulation.

- Aviation Security technical standards and local practice
- Up-to-date in Aviation Security developments

5.3.2 Abilities and skills

- Good communication by verbal and non-verbal skill including interpersonal communication skills
- In-class management abilities (e.g. Use of training material, time management, Participation encouragement)
- Systematical and in-depth analyze
- Ability to adapt to a changing work environment
- Ability to work under pressure

The assessor shall conduct an assessment through observation of instructor methodology and expertise in aviation security knowledge at least 2 hours per an instructor.

The applicant shall achieve a pass mark of 80% in the assessment.

If failed to the Instructor Demonstration Assessment, the applicant may repeat Assessment to a maximum of 2 times.

Failure of the third attempt prevents the individual from becoming a Certified Instructor. The applicant can be reassessed after a period of 6 months.

The assessor shall inform the candidate of the criteria and its score mark of each part. The assessor shall refer to the Instructor Demonstration Assessment Checklist (SFD-SC-104)

5.4 Certification Completion

After the completion of the SME test and the demonstration assessment, the assessor shall evaluate the applicant's competency.

On successful completion of the certification process, the instructor shall be given an official certificate containing a statement of competence.

A copy of the certificate should be kept by sponsor organization and made available to the Civil Aviation Authority of Thailand for quality control activities.

The Certificate shall contain the following details:

- Instructor name
- Sponsoring organization name (If applicable)
- Date of certification
- Date of expire
- Certification of instructor training course
- Certificate conditions

The "Instructor Certification" will remain valid for a period of 5 years.

5.5 Maintaining the Certification

In order to maintain the certification, a certified instructor shall meet the following requirements:

- a) Regular instructing (minimum of 20 hours per year) and
- b) Self- recurrent and enhance of aviation security knowledge and
- c) The participation in formal training focused on related training skills.

The instructor and sponsorship organization are responsible for keeping the record of above requirement and submit to CAAT as evidence in re-certification process.

NCASTP requires the AVOSP holder to inform the training schedule or plan to CAAT annually or at least 2 months before the course being conducted. CAAT should randomly observe their training according the schedule inform by the AVOSP.

5.6 Recertification

Recertification occurs every 5 years and it is necessary that all certified instructors should make self-awareness of re-certification application.

The instructor should submit the re-certification application from within a period of 3 months prior to the expiry date.

The instructor shall also meet the requirement of maintaining certification by submitting their instructing records (minimum of 20 hours per year), aviation security training and related training skills certificate to CAAT.

The instructor shall pass Subject Matter Expertise (SME) Test conducted by CAAT every 5 years which 80% of pass mark is required.

PART 6. WORK FLOW





