Appendix 18 of NCASTP

CRITERIA FOR AVSEC TRAINING INSTITUTION APPROVAL

(Developed in order to guide in the implementation of the provisions of Regulation 22(4) of the Civil Aviation (Security) Regulations 2015)

Note: This section shall be read with sections 10.1 and 10.3 of the NCASTP.

The following procedure shall be followed by applicant(s) wishing to be designated by KCAA as Aviation Security Training Institution(s):-

1) Training Institutions shall ensure that they meet the minimum requirements and criteria defined for Aviation Security Training Institutions as provided in sections 10.1 and 10.3 of the NCASTP, i.e. training institutions approved or accredited by:-
   (a) the appropriate government agencies within or outside Kenya;
   (b) Civil Aviation Authorities or other Appropriate Authorities of respective ICAO Contracting States;
   (c) ICAO;
   (d) IATA;
   (e) Other reputable national and international agencies recognized by the Authority e.g. the DfT of UK, TSA and FAA of USA, etc.

   Applicants may be Training Institutions/Organizations, Approved/Certified organizations operating within civil aviation or Aviation security consultancy firms.

2) Applications from organizations/institutions (training institutions, operators within civil aviation, consultancy firms) shall enclose/attach, as a minimum, the following documents to the application letter:-
   a) Company Profile;
   b) Copy of Certificate of Incorporation;
   c) Copy of Tax Compliance Certificate;
   d) Proof of accreditation by relevant government institution *(if applicable);*
   e) List of Trainers and their profiles/CVs;
   f) List of AVSEC courses to be conducted by the Institution and the listed AVSEC Trainer(s);
   g) Copies of KCAA authorizations for AVSEC Trainers that will be utilized by the institution *(approval of trainers shall be conducted in separate application(s) - see Appendix 20 of NCASTP);*
   h) Copies of authorizations to utilize listed courses; or proof of approval of the courses to be conducted. *(Refer to Appendix 19 of NCASTP for authorization/approval of courses.*

3) The application(s) shall be submitted to the following address for evaluation:
   The Director General
   Kenya Civil Aviation Authority
   P.O Box 30163 00100
   Nairobi.
             Attention: Manager, AVSEC Policy and Regulation

4) The application shall be evaluated using a checklist attached to this Appendix as Annex 1 within a period not exceeding 30 days from the date of receipt of the application.

5) KCAA Inspectors assigned for the approval shall use the checklist provided in Appendix 15 to conduct on-site inspection of the applicant's facilities, training resources and documents including its satellite centers where applicable. Depending on the size of the training institution, some elements in the checklist may not apply.

   Note: the inspection may be carried out singularly by AVSEC Inspectors or jointly with Safety inspectors when accrediting an ATO. A minimum of two AVSEC Inspectors shall be utilized in the on-site inspection.

6) Applicant(s) shall be notified of the findings of the evaluations process (whether successful or not) and of the recommendations that need to be considered by the applicant(s) (where applicable).

7) Application(s) that meet the requirements shall be processed by assigned Inspector(s) as necessary and recommendations made to the DASSR through H/ASOU for issuance of the approval/accreditation.

8) Once the application is approved by DASSR, a certificate or letter of authorization shall be issued to the applicant (institution) as appropriate.

9) Applicants shall be required to pay the prescribed approval fee before collection of the certificate or authorization letter from KCAA.

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(For use by KCAA AVSEC Inspectors)

Name of Applicant (Institution):	**Date Application Documents Submitted / Received**:

No.	Application Letter and Related Documents	Document(s) attached? Yes / No / N/A	Remarks
(1)	Application Letter seeking Accreditation/Approval by KCAA		
(2)	Company Profile		
(3)	Certificate of Incorporation		
(4)	Proof of accreditation by relevant government institution		
(5)	Tax Compliance Certificate		
(6)	List of Trainers and their profile(s) / CVs (including those out-sourced where any)		
(7)	List of AVSEC courses to be conducted by the Institution using the listed trainers		
(8)	Copies of KCAA authorizations for listed AVSEC Trainers that will be utilized by the institution, or		
(9)	Certificate(s) to prove Instructor/Trainer competence/skills		
(10)	Copies of authorizations to utilize listed courses; or proof of approval of the courses to be conducted.		
(11)	Training Manual		
(12)	Training Procedures Manual		
(13)	Quality System		
(14)	List of satellite stations or other centers to be used by the applicant, including conduct of practicals *(if any)*		