



## Air Cargo Training and Mail Security Optimisation Course – 5 Days

### INTRODUCTION

This course will train selected personnel involved in the Management of cargo, courier and express parcels, mail and company stores, to apply security preventative measures in accordance with approved aviation security programmes.

### Detailed Content / Topics - The following Subjects will be addressed

#### Day 1

##### INTRODUCTION TO THE COURSE

1. Official course opening
2. Explain the course aims, structure and methodology
3. Participate in 'Getting to Know Each Other' exercise.

##### CARGO SECURITY IN CONTEXT

1. Describe the threat to civil aviation security that exists worldwide.
2. Identify methods of attack used against civil aviation.
3. Identify the types of people who represent a threat to civil aviation.
4. Explain the international, regional and State aviation security organizations.
5. Explain the responsibility of the appropriate authority.
6. Explain how cargo security forms part of the overall security posture of an airline/airport operator security programme.

##### CONCEPTS OF CARGO SECURITY

1. Define and explain the concept of air cargo.
2. Explain the ways in which air cargo moves.
3. Explain why air cargo has become vulnerable.
4. State the legal basis for air cargo security.
5. Examine the regulated agent concept and its implications.

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### Day 2

#### CARGO SECURITY PROCEDURES

1. Define and explain the responsibilities of aircraft operators, “known consignors” and “regulated agents”.
2. Define and differentiate between ‘known cargo’, ‘unknown cargo’ and ‘exempt cargo’.
3. Explain the procedures for the acceptance of known and unknown cargo by aircraft operators and regulated agents.
4. Explain the procedures for handling special cargo consignments.
5. Recognize the need for variable levels of security control in response to changes in threat level.

#### MANAGEMENT OF CARGO SECURITY

1. Explain the need for, purpose of and contents of regulated agent security programme.
2. Identify the role of the manager or supervisor with respect to cargo security.

### Day 3

#### METHODS OF SCREENING CARGO

1. Explain the components of improvised and incendiary devices.
2. Explain the different options for screening cargo.

#### OTHER SECURITY CONTROLS

1. State the legal basis and objectives for cargo physical security.
2. Explain how unauthorised access may be deterred through cargo security control procedures.
3. Explain how unauthorised access to export cargo consignments may be detected.
4. Explain the use of permit, airport identity card or pass system as a means of access control.
5. Explain the importance of general awareness to potential threats to civil aviation.
6. Explain the action to be taken in discovering a cause for suspicion.
7. Explain the immediate action to be taken upon receipt of a bomb threat.
8. Explain the elements of a good incident report.

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### Day 4

#### PRACTICAL TRAINING FOR X-RAY OPERATORS

1. Switch on a typical X-Ray machine and operate it safely.
2. Interpret images on an X-Ray monitor and identify items that may be prohibited or dangerous.
3. Select cargo for physical examination according to Standard Operating Procedures.

#### SECURITY OF POST OFFICE MAIL

1. State the legal basis and objectives for air mail security.
2. Define and explain the responsibilities of postal authorities.
3. Define and differentiate between 'known mail' and unknown mail', 'time sensitive mail', 'non time sensitive mail', 'transshipment mail', and exempt mail'.
4. Explain the procedures for the acceptance of 'known' and 'unknown' mail by postal authorities.
5. Recognize the acceptable procedures for the security control of air mail.
6. Final Examination

### Day 5

#### CLOSING ACTIVITIES

1. Examination Results
2. Evaluate the training activities of the course.
3. Participate in closing ceremony.
4. Presentation of certificates

## Target groups

This training is to be given in whole or in part to persons engaged in the accepting, documenting and handling of cargo, courier/express parcels, mail and operators supplies, so that these persons can apply appropriate security preventative measures in accordance with approved aviation security programmes.

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## Pre-requisites

Trainees should satisfy the following criteria:

1. Trainees should have written and oral command of the language of instruction
2. Trainees should ideally be engaged in handling, accepting or documenting cargo capacity within organizations mentioned in the target population.

## Learning Objectives

Upon completion of the course, trainees will be able to:

- a) Appreciate the origin and purpose of security measures and procedures necessary for the protection of cargo, courier/express parcels, mail and operators supplies;
- b) Understand the nature of the threat posed to aircraft by explosives and other dangerous substances;
- c) Apply appropriate security controls to cargo consignments;
- d) Inspect screen or search consignments in accordance with prescribed security principles;
- e) Ensure that all cargo facilities, vehicles, containers and equipment are subject to security control;
- f) Apply proper responses action to an airline security emergency related to suspect cargo.

## Duration

5 Days – Each training day will commence at 09.00 and finish at 17.00, with appropriate refreshment breaks.

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