

 ANAC AGÊNCIA NACIONAL DE AVIAÇÃO CIVIL	SUPPLEMENTARY INSTRUCTION - IS	
	IS No. 108-001 ^[1] REVISION I	
Sanction:	Ordinance No. 16.325/SIA, February 6, 2025	
Subject:	Aviation Security – air operator	Source: SIA

1. OBJECTIVE

1.1. This Supplementary Instruction establishes the Air Operator Security Programme (AOSP) in accordance with the requirements contained in sections 108.255 to 108.259 of the Brazilian Civil Aviation Regulation - RBAC no. 108. The Appendices contain the organizational, material, human and procedural resources accepted by ANAC so that the requirements of RBAC No. 108 are fulfilled by air operators.

1.2. Air operators that are not required to comply with the requirements of RBAC No. 108, sections 108.255 and 108.259, may use the prevention and response resources described herein.

2. REVOCATION

2.1. This Supplementary Instruction revokes Supplementary Instruction No. 108-001 Revision H.

3. LEGAL GROUNDS

3.1. Body of law

3.1.1. Law No. 7,565, of December 12, 1986 - Brazilian Aeronautical Code.

3.1.2. Law No. 11,182, of September 27, 2005, which establishes the National Civil Aviation Agency.

3.2. Decrees

3.2.1. Decree No. 7,168, of May 5, 2010 - National Civil Aviation Security Programme.

3.3. DAVSEC

3.3.1. Aviation Security Directive (DAVSEC) No. 01-2015, which lists aerodromes with equivalent passenger and carry-on baggage security inspection procedures, as well as aircraft security checks.

3.3.2. Aviation Security Directive (DAVSEC) No. 02-2016, which provides quantitative parameters for the execution of procedures related to random security inspections in Brazilian public civil aerodromes.

3.3.3. Aviation Security Directive (DAVSEC) No. 04-2020, which establishes the list of aerodromes at which security screening of domestic flights hold baggage is mandatory and the deadlines for applying the security measure.

3.4. Resolutions

3.4.1. ANAC Resolution No. 30, of May 21, 2008, amended by Resolution No. 162, of July 20, 2010, which institutes the Brazilian Civil Aviation Regulation (RBAC) and the Supplementary Instruction (IS), establishes criteria for their preparation and gives other provisions.

3.4.2. ANAC Resolution No. 167, of August 17, 2010, which establishes directives for managing risks to Aviation Security (AVSEC).

3.4.3. ANAC Resolution No. 254, of November 6, 2012, which approves Brazilian Civil Aviation Regulation No. 108, entitled Aviation Security - Air Operator.

3.4.4. ANAC Resolution No. 255, of November 13, 2012, which establishes rules on the availability of Advance Passenger Information - API and Passenger Name Record - PNR.

3.4.5. ANAC Resolution No. 361, of July 16, 2015, which approves Brazilian Civil Aviation Regulation No. 110, entitled National Civil Aviation Security Training Programme – NCASTP.

3.4.6. ANAC Resolution No. 362, of July 16, 2015, which approves Brazilian Civil Aviation Regulation No. 107, entitled Aviation Security - Aerodrome Operator.

3.4.7. ANAC Resolution No. 400, of December 13, 2016 - General Air Transport Conditions.

3.4.8. ANAC Resolution No. 461, of January 25, 2018, which provides procedures for embarkation and disembarkation of armed passengers, firearm and ammunition check- in, and transport of passengers in custody aboard civil aircraft.

3.4.9. Resolution No. 499, of December 12, 2018, which approves the Civil Aviation Security Programme of the National Civil Aviation Agency (PAVSEC-ANAC).

3.5. **Normative Instructions**

3.5.1. ANAC Normative Instruction No. 15, of November 20, 2008, amended by Resolution No. 162, of July 20, 2010, which establishes rules and criteria for the elaboration and alteration of Brazilian Civil Aviation Regulations and Supplementary Instructions.

4. **DEFINITIONS**

4.1. **Aircraft on maintenance:** parked aircraft while it is undergoing maintenance procedures with the presence of air operator employees.

4.2. **Aircraft on ground operation:** parked aircraft for the embarkation and disembarkation of passengers, as well as for preflight activities, such as: cleaning, aircraft fueling, hold loading and catering supplies delivery.

4.3. **Out-of-operation aircraft:** parked aircraft that is neither on ground operation nor on maintenance.

4.4. **Security Audit:** detailed assessment of organizations involved in civil aviation security to evaluate all aspects provided by the NCASP and ANAC regulations. The audit aims at determining the degree of compliance with current regulations.

4.5. **Consolidated air cargo:** consolidation of multiple air cargo consignments or packages originating from a single or several shippers or cargo agents. Cargo is consolidated onto one or more pallets or similar devices.

4.6. **Transit Cargo:** cargo that remains on board the aircraft or is disembarked at an intermediate aerodrome to be reboarded on the same aircraft.

4.7. **Security Exercise:** training to verify the effectiveness of security procedures, especially with regard to Contingency Plans.

4.8. **Employee:** unless otherwise specified, any person directly or indirectly hired by the air operator or a representative formally authorized by the air operator to work on its behalf.

4.9. **Security Inspection:** examination of security measures and procedures concerning organizations involved in AVSEC activities, with the objective of evaluating the degree of compliance with current regulations.

4.10. **Prohibited item carried in checked baggage, air cargo or mail:** articles that could pose risk to security, including firearms and undeclared dangerous goods, as well as explosive, incendiary or destructive substances.

4.11. **Suspicious object:** any substance, item or package, including carry-on baggage, checked baggage, air cargo and mail, suspect of containing explosive devices, CBRNE devices, or other dangerous goods potentially damaging.

4.12. **Refresher Training:** Hands-on training offered by organizations responsible for AVSEC to professionals who perform tasks on their behalf. The objective is to reinforce knowledge and techniques identified by ANAC or organizations as deficient during inspection or quality control activities.

4.13. **Air cargo or mail consignment:** A set of packages of air cargo or mail addressed to the air operator by a shipper or cargo agent. Each consignment has a unique destination.

4.14. **Security Test:** simulation of an act of unlawful interference that checks the performance of existing security measures and procedures applied at a particular location.

4.15. **On-the-job training:** a stage in the Civil Aviation Security Inspection certification process that aims to guide professionals and evaluate their knowledge and skills when performing AVSEC activities in the operational environment.

4.16. **Cargo or mail package:** Box, envelope or any similar individual item in an air cargo consignment. The number of packages in the consignment is determined by the number of items described in the AWB or document that replaces it. When it is evident that a consignment or part of it enclosed in a pallet (or similar platform) consists of several items, the consignment is not considered a single package, despite the information contained in the air waybill.

5. **SUBJECT DEVELOPMENT**

5.1. **AOSP framework and content**

5.1.1. The AOSP shall contain the security measures and procedures to be applied by the air operator, as provided for in section 108.257 of RBAC No 108.

5.1.2. The security means and procedures (Appendix B), as well as the Plans and Programmes (Appendices C, D and E) provided for herein are considered the AOSP of the air operator. It is not necessary to submit them to ANAC for evaluation and sanction.

5.1.3. Requirements contained herein that are not applicable to a specific air operator shall be disregarded, under the terms of Appendix A of RBAC No. 108. It is not necessary to submit any documentation to ANAC.

5.1.4. The air operator may implement means or procedure provided for herein, even if related to a requirement that is not applicable to its operation, under the terms of Appendix A of RBAC No. 108. For this purpose, the air operator shall comply with the procedure for implementation of security measure, according to item 5.2.

5.1.5. Models presented herein (forms, lists, among others) aim to improve understanding and assist in the application of procedures described. The air operator is allowed to change and complement the models to adapt them to its operation, as well as to use digital filling.

5.2. **Inclusion of security measures or procedures alternative to this Supplementary Instruction**

5.2.1. ANAC shall previously approve any security measure or alternative procedure that the air operator intends to include.

5.2.2. The proposal shall be submitted to ANAC with the following documents attached:

- a) Security Measure or Alternative Procedure Inclusion Submission Form, containing a description of the air operator's proposal and justifications; and
- b) Documentation issued by the foreign State containing security measure description and justifications if the proposal to include a security measure represents a demand of a foreign country.

5.2.3. The documentation shall be sent to ANAC through the electronic protocol, according to instructions available on the Agency's website.

5.2.4. The List of Inclusion of Security Measures and Alternative Procedures determines additional measures and procedures implemented by the air operator, after ANAC sanction. The List becomes part of the air operator's AOSP.

5.2.4.1. The National Civil Aviation Agency sends the air operator the List of Inclusion of Security Measures and Alternative Procedures. List version, number of the approval ordinance and date of publication are added to the content proposed in the Security Measure or Alternative Procedure Inclusion Submission Form.

5.3. **Analysis and sanction of the request for inclusion of security measure or alternative procedure**

5.3.1. ANAC is responsible for analyzing the request for inclusion of security measure or alternative procedure. The objective is to assess whether the additional or alternative content requested is in accordance with what is provided for in RBAC No.108 or as described herein.

5.3.2. Only proposals that are duly justified in the Security Measure or Alternative Procedure Inclusion Submission Form will be analyzed.

5.3.3. The justification for including a security measure or alternative procedure shall demonstrate that the request:

- a) Can be put into practice by the air operator; and
- b) Ensures a security level equivalent or greater than what is established in RBAC No.108 or in the procedure described herein.

5.3.4. The Department of Airport Infrastructure issues an Ordinance to approve the inclusion of the security measure or alternative procedure.

5.3.5. Only after the publication of the Ordinance of approval the inclusion of a security measure or alternative procedure is considered an integral part of the air operator's AOSP.

5.4. **Alterations in the inclusion of a security measure or alternative procedure approved by ANAC**

5.4.1. Alteration in the inclusion of security measure or alternative procedure which have already been approved by ANAC shall comply with the provisions of items 5.2 and 5.3.

5.5. **Known Consignor Certification Ratification Process**

5.5.1. For the purposes of ANAC ratification of known consignor certification, the air operator shall submit a request containing:

- a) Known Consignor Certification Ratification Request Form presenting air operator data and shipper data.
- b) Known Consignor Compliance Statement, signed by the National Responsible for the air operator AVSEC. The document shall state that security measures applied by the shipper to areas and facilities have been audited by the air operator in person and are capable of preventing the access of objects that could pose a risk to security during the shipping of air cargo and mail for air transport.

5.5.2. The documentation shall be sent to ANAC through the electronic protocol, according to instructions available on the Agency's website.

5.5.3. Registration of the known consignor by the air operator occurs after ratification is issued by ANAC, with the inclusion of the shipper in the list of known consignors registered by the air operator.

5.6. **Registration information for mandatory submission to ANAC**

5.6.1. The air operator that is obliged to implement an AOSP is required to send ANAC, via electronic protocol or other available means, the information contained in the Air Operator AVSEC Registration Form, under the terms of paragraph 108.255 (a) of RBAC No.108.

5.6.2. The Air Operator AVSEC Registration Form and guidelines for sending the data are available on the Agency's website.

5.6.3. The air operator shall keep the information updated on the Air Operator AVSEC Registration Form. In case of data alteration, ANAC shall be communicated within a period not exceeding thirty days from the change.

6. **APPENDIXES**

Appendix A – Abbreviations

Appendix B - Preventive Security Resources

Appendix C - Air Operator AVSEC Contingency Plan

Appendix D - AVSEC Training Programme (CASTP)

Appendix E - AVSEC Quality Control Programme (QCP/AVSEC)

7. FINAL PROVISIONS

7.1. The air operator is responsible for evaluating the standardized content presented herein. The purpose is to verify whether the resources provided are sufficient to guarantee aviation security considering the risk assessment and the levels of complexity and criticality of its air operations.

7.2. For the protection of AVSEC, the information contained in the AOSP (Appendixes B, C, D and E) shall be disclosed only to institutions that need to know its content. Unrestricted access to the afore mentioned Appendixes compromises the effectiveness of preventive security resources and response and communication resources, what can endanger the lives and safety of the population.

7.3. The air operator shall define the procedures for safekeeping and distributing the AOSP. The objective is to restrict the access to documents based on the need-to-know principle, according to the degree of secrecy assigned.

7.4. Omitted cases will be settled by ANAC.

7.5. This IS takes effect on February 10, 2025.

APPENDIX A - ABBREVIATIONS

A.1 ACRONYMS

- a) AAR - Office of Risk Assessment
- b) AC - Controlled Airport Area
- c) ANAC - National Civil Aviation Agency
- d) API - Advance Passenger Information
- e) SRA - Security Restricted Area
- f) ATC - Air Traffic Control
- g) AVSEC - Aviation Security
- h) AWB - Air waybill
- i) CCTV - Closed-Circuit Television
- j) CINDACTA - Integrated Center of Air Defense and Air Traffic Control
- k) APOC - Airport Operations Center
- l) EOC - Emergency Operations Center
- m) COMAER - Aeronautical Command
- n) COMAIL - Commercial Air Transport Operator Company Mail (Air operator correspondence transported within the air operator's stations network)
- o) COMAT - Commercial Air Transport Operator Company Materials (Air operator materials transported within the air operator's stations network)
- p) COMDABRA - Brazilian Aerospace Defense Command
- q) COMGAR - General Command of Air Operations
- r) ASC - Airport Security Commission
- s) DAVSEC - Aviation Security Directive
- t) CASD - Civil Aviation Security Document
- u) EDS - Explosive Detection System
- v) ESAB - Simulated Bomb Threat Exercise
- w) ESAIA - Simulated Aircraft Unlawful Seizure Exercise
- x) ESATA - Ground Handling Services Company
- y) ETD - Explosive Trace Detection
- z) GABAER - Office of the Air Force Commander

- aa) IATA - International Air Transport Association
- bb) IRA - Sensitive Aviation Security Information
- cc) IS - Supplementary Instruction
- dd) ICAO - International Civil Aviation Organization
- ee) QCP/AVSEC - Aviation Security Quality Control Programme
- ff) PF - Brazilian Federal Police
- gg) CASTP - Civil Aviation Security Training Programme
- hh) NCASP - National Civil Aviation Security Programme
- ii) NCASTP - National Civil Aviation Security Training Programme
- jj) PNR - Passenger Name Record
- kk) ASP - Airport Security Programme
- ll) KCSP - Known Consignor Security Programme
- mm) AOSP - Air Operator Security Programme
- nn) PSTAV - Air Transport of Valuables Security Plan
- oo) RBAC - Brazilian Civil Aviation Regulation
- pp) SISBIN - Brazilian Intelligence System
- qq) TECA - Cargo Terminal

APPENDIX B - PREVENTIVE SECURITY RESOURCES

The content of Appendix B has been intentionally suppressed, as access, dissemination and processing of this information are restricted to people that need to know it, considering the “need to know” principle from Annex 17 of the Convention on International Civil Aviation, enacted by Decree No. 21,713, of August 27, 1946, and Law No. 12,527, of November 18, 2011.

APPENDIX C - AIR OPERATOR AVSEC CONTINGENCY PLAN

The content of Appendix C has been intentionally suppressed, as access, dissemination and processing of this information are restricted to people that need to know it, considering the “need to know” principle from Annex 17 of the Convention on International Civil Aviation, enacted by Decree No. 21,713, of August 27, 1946, and Law No. 12,527, of November 18, 2011.

APPENDIX D - AVSEC TRAINING PROGRAMME (CASTP)

D.1 POLICY AND OBJECTIVE

D.1.1 Policy

D.1.1.1 Promote training and human resources management to guarantee professionals are perfectly capable to perform civil aviation security activities.

D.1.2 Objectives

D.1.2.1 Ensure the qualification of professionals who perform security activities to guarantee the correct execution of the National Civil Aviation Security Programme (NCASP).

D.1.2.2 Maintain means to evaluate the performance of AVSEC professionals in order to ensure that security procedures are carried out as planned.

D.1.3 This Programme applies to all AVSEC professionals who develop activities on behalf of the air operator, regardless the way they are employed.

D.2 PROGRAMME CONTENT AND CURRICULUM

D.2.1 The air operator controls the certification process, ensuring that personnel enroll in trainings offered by training centers whose programme content is in accordance with the National Civil Aviation Security Training Programme (NCASTP) and criteria established by the operator.

D.2.2 When deciding about the training of professionals, the air operator may request changes in the programme content for a better alignment with the objectives of security management.

D.3 BIBLIOGRAPHIC REFERENCES AND NORMATIVE OR REGULATORY DOCUMENTS

D.3.1 Body of law

D.3.1.1 Law No. 7,565, of December 12, 1986 - Brazilian Aeronautical Code.

D.3.1.2 Law No. 11,182, of September 27, 2005, which establishes the National Civil Aviation Agency.

D.3.2 Decrees

D.3.2.1 Decree No. 7,168, of May 5, 2010 - National Civil Aviation Security Programme.

D.3.3 DAVSEC

D.3.3.1 Aviation Security Directive (DAVSEC) No. 01-2015 - list of aerodromes that execute equivalent procedures for passenger and carry-on baggage security inspection and aircraft security check.

D.3.3.2 Aviation Security Directive (DAVSEC) No. 02-2016, that provides quantitative parameters related to random security inspection procedures in Brazilian public civil aerodromes.

D.3.4 Resolutions

D.3.4.1 ANAC Resolution No. 30, of May 21, 2008, amended by Resolution No. 162, of July 20, 2010, which institutes the Brazilian Civil Aviation Regulation (RBAC) and the Supplementary Instruction (IS), establishes preparation criteria and gives other provisions.

D.3.4.2 ANAC Resolution No. 254, of November 6, 2012, which approves Brazilian Civil Aviation Regulation No. 108, entitled Aviation Security - Air Operator.

D.3.4.3 ANAC Resolution No. 361, of July 16, 2015, which approves Brazilian Civil Aviation Regulation No. 110, entitled National Civil Aviation Security Training Programme - NCASTP.

D.3.4.4 ANAC Resolution No. 362, of July 16, 2015, which approves Brazilian Civil Aviation Regulation No. 107, entitled Aviation Security - Aerodrome Operator.

D.3.4.5 ANAC Resolution No. 499, of December 12, 2018, which approves the Civil Aviation Security Programme of the National Civil Aviation Agency (PAVSEC-ANAC).

D.4 RESPONSIBILITIES AND PROCEDURES FOR THE SELECTION OF AVSEC PROFESSIONALS

D.4.1 In order to select professionals who will perform AVSEC activities, the air operator ensures that a selection process is carried out and includes:

- a) Verification of profile and capacity for the performance of AVSEC tasks, according to the activities listed in Appendix A of the NCASTP.
- b) Verification of the minimum age of criminal responsibility, requiring the presentation of a valid identification document with picture and date of birth, having public faith.
- c) Background check, including identification, previous experience, and criminal history with the intention of assessing the candidate's trustworthiness for implementing security controls and to be granted unescorted access to the aerodrome SRA.
- d) Medical examination for the evaluation of physical and mental health in order to appropriately perform AVSEC activities.

D.4.2 Professionals are submitted to medical exams every twenty-four months.

D.4.3 The air operator files internal and outsourced professionals' documentation.

Files related to outsourced professionals may be maintained at the outsourced company. Files are kept in printed or digital format.

D.5 RESPONSIBILITIES AND REFRESHER ACTIVITIES

D.5.1 The air operator ensures that professionals who do not demonstrate proficiency during oversight or quality control tasks carried out by the air operator or the National Civil Aviation Agency (ANAC) are subjected to refresher activities and in cases provided for in specific regulations on On-the-job Training.

D.5.2 The Refresher Training Report formalizes refresher activities and is available in Annex 1 of this CASTP. The Report includes a summary of activities carried out by participants and the attendance list.

D.5.3 After the refresher training and without notice, the air operator re-evaluates professional performance discreetly. Sufficient re-evaluations shall be conducted to guarantee that vulnerabilities no longer exist.

D.6 RESPONSIBILITIES AND PROCEDURES FOR ON-THE-JOB TRAINING

D.6.1 The air operator guarantees the On-the-job Training for obtaining Security Screening certification to all professionals who perform AVSEC activities on its behalf, besides cases established in specific regulations on On-the-job Training.

D.6.2 The air operator assigns professionals responsible for On-the-job Training (On-the-job Training Supervisor), as specified in the regulation regarding On-the-job Training.

D.6.3 The supervisory professional may previously evaluate trainee performance and give feedback, so that the trainee has the opportunity to improve.

D.6.4 For professionals undergoing Security Screening Training, on-the-job training can only start after a statement is issued by the training center declaring the trainee has achieved approval criteria 1 and 2 of the Civil Aviation Security Screening Training Course (criterion 1: minimum attendance: 80%; criterion 2: minimum grade in the theoretical test: 70%).

D.6.4.1 After meeting criteria 1 and 2, a maximum period of twelve months is provided for the professional to be hired and complete the on-the-job training.

D.6.4.2 From the moment the professional is hired, the on-the-job training is initiated and concluded within the first thirty days (one month).

D.6.5 During the on-the-job training, the professional designated to act as an On-the-job Training Supervisor shall be in charge of only one trainee at a time, safeguarded the specified in regulations on On-the-job training.

D.6.5.1 During the on-the-job training, the professional undergoing Security Screening Training cannot take decisions related to security warnings without due and direct monitoring of the supervisor or evaluator.

D.6.6 On-the-job training for update on Security Screening occurs during service and within the period of validity of the prevailing certification.

D.6.6.1 The on-the-job training lasts between six and twenty-four months.

D.6.6.2 Registration for the Security Screening Update Course at the training center is only possible after completion of the on-the-job training.

D.6.7 The on-the-job training comprises the activities established in specific regulations on On-the-job training.

D.6.8 For the on-the-job training, the air operator uses the Evaluation Form contained in specific regulations on On-the-job training.

D.6.9 The Evaluation Form consists of two parts:

- a) Part 1, Verification Guide: intended to assist and record partial results of employee evaluation;
- b) Part 2, Forwarding Guide: intended to allow the air operator to record the final result of employee evaluation; the employee sends it to the training center.

D.6.10 The on-the-job training is finalized with the completion of the evaluation form, which is signed by the professional responsible for supervising and evaluating the on-the-job training.

D.6.11 At the end of the training, the Evaluation Form officializes if the professional is capable or not capable to perform duties based on the following evaluation criteria specified in regulations on On-the-job Training.

D.6.12 The air operator makes Part 2 of the evaluation form available within ten days after the end of the on-the-job training so the professional may continue the certification process at the training center.

D.7 RESPONSIBILITIES AND PROCEDURES FOR TRAINING MANAGEMENT

D.7.1 The air operator guarantees that all professionals are proficient to execute AVSEC activities provided for in Appendix A of the NCASTP.

D.7.2 The air operator implements controls to ensure the certification of professionals working on its behalf, according to sections B.1.31 to B.1.60 of Appendix B/AOSP.

D.8 RESPONSIBILITIES AND PROCEDURES RELATING TO LEVEL OF CONFIDENTIALITY, FILING AND SAFEKEEPING OF RECORDS

D.8.1 The air operator keeps a record of the following documents on file for at least five years:

- a) Attendance records and description of refresher trainings;
- b) Statements issued by the training center listing students who have succeeded in Security Screening Training courses, enabling them to start the on-the-job training; and
- c) Evaluation forms of on-the-job trainings.

D.8.2 The air operator ensures the safekeeping of records that prove compliance with requirements for the performance of AVSEC activities for each AVSEC professional, during the period of employment and for one year after the end of the employment relationship.

D.8.3 Records relating to the procedures for selection and verification of requirements for the performance of AVSEC activities, as well as documents relating to refresher procedures and on-the-job training of all professionals are kept in printed or digital format.

D.9 DETAILS OF TRAINING REQUIREMENTS TO BE ACCOMPLISHED BY SERVICE PROVIDERS

D.9.1 Personnel outsourced by service providers follow the procedures previously defined.

ANNEX 1

Refresher Training Report

Evaluated period: from _____ to _____

Evaluator: _____

Evaluator's position: _____

Evaluator's AVSEC certification: _____

Name of the professional evaluated	Item evaluated (insert code of behavior on the job)*	Description of knowledge and techniques identified as weak	Summary of practical activities	Capable/Not capable

* If the knowledge and techniques identified as weak are not listed in Activity 2 of the On-the-Job Training Evaluation Form (behavior on the job), describe them objectively and briefly (see Annex 2).

I hereby declare that the information provided herein is true and I am aware that my conduct directly influences civil aviation security. I also declare that I am aware of applicable measures if irregularities are proven, considering the importance of this action to guarantee security procedures are performed in accordance with current regulations.

Date: ____/____/____

Evaluator

ANNEX 2

On-the-job Training Evaluation Form

Part 1 – Verification Guide

Name of professional undergoing training: _____

Evaluated period: from _____ to _____ Place: _____

Name of the Evaluator: _____

Evaluator's AVSEC certification: _____

Evaluator's experience in the position:

- 0 to 3 years
- 4 to 7 years
- 8 to 11 years
- more than 11 years

Activity 1: Guidelines

Start the On-the-Job Training guiding the trainee with the purpose of adjusting professional performance to the regulations issued by ANAC and the AOSP, considering the following aspects:

1. The importance of applying procedures provided for in AVSEC regulations for civil aviation security.
2. The operational reality of the air operator and the aerodrome, including, at least, aspects related to SRA, controlled areas and other locations where AVSEC inspection to be performed by the trainee is required.
3. The objectives of each activity to be performed, based on the analysis of security measures applied by the air operator at the aerodrome where the trainee works, observing normative parameters.

After initial guidelines, proceed to activity 2.

Activity 2: Professional improvement regarding the identification of threats

Start the evaluation in relation to professional improvement for the identification of threats. Therefore, in reference to the capacity to identify threats during classes intended for simulations, consider the following behavioral parameters, according to the security measures applied by the air operator at the aerodrome:

- Correct use of security equipment;
- Operation of the x-ray equipment;
- Skillful application of personal search procedures;
- Capacity to control the flow of people;
- Ability to deal with the public;
- Identification of suspicious behavior or attempts to avoid screening;
- Verification of compliance of credentials, vehicle, and cargo legal documentation, where applicable; and
- Use of measures to supervise and monitor security procedures.

Note: Mark with an X the grade that best represents your evaluation of behaviors. If an item cannot be evaluated due to the characteristics of security measures implemented by the air operator, mark the N/A column with an X.

Based on the foregoing parameters, analyze the following on-the-job behaviors:

Part 2 – Forwarding Guide

Name of the professional undergoing training: _____

Individual Taxpayer Identification Number: _____

Evaluated period: from _____ to _____

Place: _____

Name of the Evaluator: _____

As established by item 110.71 (3) (e) of the Brazilian Civil Aviation Regulation (RBAC) No. 110, I hereby declare for due purposes that the professional identified herein was evaluated based on the criteria described in the following table.

SUMMARY TABLE OF THE ON-THE-JOB TRAINING PERFORMANCE			
	1*	2*	3*
Evaluation and aptitude criteria	Is the professional capable of performing activities in accordance with ANAC regulations and the AOSP of the air operator?	Was the professional capable of identifying threats during the twelve class hours intended for the simulation of threats?	Did the professional identify at least 70% of the threats simulated in random tests?
Capable			

Not Capable			
FINAL RESULT	() CAPABLE () NOT CAPABLE		

*Legend:

1 and 2 – Capable: the professional undergoing training obtained a minimum score of 7 for all items evaluated.

1 and 2 – Not capable: the professional undergoing training did not obtain a minimum score of 7 for all items evaluated.

3 - Capable: the professional undergoing training identified at least 70% of threats during random tests.

3 - Not capable: the professional undergoing training did not identify at least 70% of threats during random tests.

Final Result: ONLY professionals who obtain the result "CAPABLE" for the three evaluation and aptitude criteria included in the Summary Table of the On-the-job Training Performance will be considered CAPABLE.

Summary of the On-the-job Training Performance.

I hereby declare that the information provided herein is true and I am aware that my conduct directly influences civil aviation security. I also declare that I am aware of applicable measures if irregularities are proven, considering the importance of this action to guarantee security procedures are performed in accordance with current regulations.

Date: _____

Evaluator

Professional undergoing training

APPENDIX E

AVSEC QUALITY CONTROL PROGRAMME

The content of Appendix E has been intentionally suppressed, as access, dissemination and processing of this information are restricted to people that need to know it, considering the “need to know” principle from Annex 17 of the Convention on International Civil Aviation, enacted by Decree No. 21,713, of August 27, 1946, and Law No. 12,527, of November 18, 2011.

[1] If any editorial divergence between the Portuguese and English versions be identified, it must be considered the current Portuguese version of IS No. 108-001.



Documento assinado eletronicamente por **Vagner de Menezes Neto, Gerente Técnico de Normas**, em 26/02/2025, às 16:40, conforme horário oficial de Brasília, com fundamento no art. 4º, do [Decreto nº 10.543, de 13 de novembro de 2020](#).



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