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STANDARD REQUIREMENT FOR ACCREDITATION OF CIVIL AVIATION SECURITY TRAINING CENTER, TRAINING CENTER PERSONNEL COMPLEMENT, AND TRAINING CENTER FACILITIES AND EQUIPMENT

OTS TRANSPORTATION SECURITY REGULATION NO. 012-2010, February 17, 2011

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Pursuant to Executive Order 277 as amended by Executive Order 311 designating the Office for Transportation Security (OTS) as the single authority in transportation security, mandated to ensure the implementation of Annex 17 to the Convention on International Civil Aviation and the National Civil Aviation Security Program (NCASP), a Transportation Security Regulation (TSR) providing for the Standard Requirement for Accreditation of Civil Aviation Security Training Institution is hereto established and sustained.

Rule I
General Provisions

Section 1. Title – This Transportation Security Regulation shall be known as the “Standard Requirement for Accreditation of Civil Aviation Security Training Institution.”

Section 2. Basis – To implement Sec. 17 of the National Civil Aviation Security Program (NCASP) in compliance with 3.4.2 Amendment 11 of ICAO, Annex 17, the Standard Requirement for Accreditation of Civil Aviation Security Training Institution is hereby established.

Section 3. Purpose – To effectively enforce compliance with Standard Requirement for Accreditation of Civil Aviation Security Training Institution including but not limited to:

3.1 documentary requirements

3.2 training facility and equipment

3.3 qualifications of instructors

3.4 quality of teaching methods

3.5 training curriculum

3.6 training aids/materials, references and books

Section 4. Definition of Terms

4.1 Accreditation – A system/process of officially approving/recognizing a certain agency based on the given criteria.

4.2 Agency – A private or government office, institution, or organization duly registered under Philippine Laws.

4.3 Lesson Plan – A detailed outline of the subject matter to be delivered in a class with appropriate time limit for discussion of a certain topic.

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4.5 Program of Instruction (POI) – A plan/set of procedure in the conduct of training or activity.

4.6 Aviation Security Training Center – A designated and appropriate place where learning process, either theoretical or practical aspects of Civil Aviation Security related courses are being conducted.

4.7 Training Personnel Complement – shall refer to training directors, instructors, and staff of accredited training centers.

Rule II
Requirements

Section 5. Documents – The following are the basic documentary requirements for:

5.1 Training Centers

5.1.1 Letter request for accreditation

5.1.2 Application form (duly accomplished)

5.1.3 Company Profile

5.1.4 Securities and Exchange Commission (SEC) Articles of Incorporation/ Department of Trade and Industry (DTI) Board of Investment (BOI) registration and other government agency registration as applicable

5.1.5 Other requirement as may deem necessary

5.2 Training Center Director/Instructor/Staff

5.2.1 Resume/Bio-data of Staff/Personnel (attached document as proof of qualifications)

5.2.2 Relevant Certificate of training issued by OTS

5.3 Training Center Facilities and Equipment

5.3.1 Proof of ownership or possession

5.3.1 Proof of serviceability

5.4 Other requirement as may deem necessary

Section 6. Qualification Standard – the following are the qualification standard requirements for:

6.1 Training Centers

6.1.1 Class room area (required area to be determined by the OTS)

6.1.2 Faculty room with sufficient space

6.1.3 Library with relevant/updated reference materials

6.2 Training Personnel Complement

6.2.1 Training Director

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6.2.1.1 Holder of relevant post graduate degree

6.2.1.2 At least with two (2) years relevant experience

6.2.1.3 OTS certified

6.2.2 Training Instructor

6.2.2.1 Holder of baccalaureate degree

6.2.2.2 At least with two (2) years relevant experience

6.2.2.3 OTS certified

6.2.3 Training Staff

6.2.3.1 At least with Seventy two (72) Units in College

6.2.3.2 OTS certified

6.3 Training Facilities and Equipment

6.3.1 Training center facilities and equipment as reflected in the approved checklist of OTS

6.4 Procedural Guidelines for this TSR including the checklist of requirements for training facilities and equipment shall be issued thirty (30) days upon approval. OTS may issue interim accreditation pending issuance of said procedural guidelines with the validity of three (3) months from approval of said interim accreditation application.

6.5 Accreditation herein shall be limited to training center, training center personnel complement, and training center facilities and equipment without prejudice to course accreditation. OTS shall be notified on any substantial changes affecting the requirement herein after approval of the application for accreditation.

6.6. Sanction

6.6.1 Any misrepresentation or fraud in the application for accreditation herein shall be a ground for denial of the said application and shall be perpetually disqualified for accreditation.

6.6.2 Any violation in the provision of this Regulation shall be a ground for suspension or cancellation of the accreditation.

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Rule III
Miscellaneous Provisions

Section 7. Construction – These rules shall be liberally construed in order to promote its civil aviation security objectives.

Section 8. Reservation – Nothing herein shall be construed as precluding OTS through the Administrator from enforcing these rules in the conduct of AVSEC related courses and/or other activities enumerated therein, and in presenting other requirements to meet the constantly evolving pace in aviation security operations.

Section 9. Repeal – All orders, rules, regulations and issuances, or parts thereof, which are inconsistent with this Transportation Security Regulation are hereby repealed or modified accordingly.

Section 10. Separability – If any provision or section of these rules is declared null and void by competent authority, the other stays and not affected and shall remain in full force and effect.

Section 11. Effectivity – This Transportation Security Regulation shall take effect immediately after fifteen (15) days from publication in a newspaper of general circulation.

Date Filed: 17 February 2011

(SGD.) USEC. CECILIO R. PENILLA
Administrator
Office for Transportation Security

Approved:

(SGD.) JOSE P. DE JESUS
Secretary
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