

CRITERIA TO BE MET BY ORGANISATIONS APPLYING FOR ACCREDITATION TO PROVIDE THE CABIN BAGGAGE NATIONAL X-RAY COMPETENCY TEST

This document describes the criteria that must be met in order for an aviation security company to be “accredited” and the protocol under which the cabin baggage national x-ray competency test is carried out.

CRITERIA

Application Requirements

1. An applicant must apply in writing to DfT to run the competency test setting out how the criteria below will be achieved.
2. The applicant must be able to meet the protocol criteria as set out in this document.
3. DfT may visit any applicant and proposed premises prior to any decision to accredit an organisation.
4. DfT will provide a Certificate of Accreditation for approved organisations after an application has been approved, which should be available for viewing by the test candidates and their managers, on request. Any change of manager/venue will require revalidation by the DfT.
5. Accredited organisations should be able to visit other airport premises to carry out certification testing.
6. Applicants will be required to allow x-ray screeners from non-accredited organisations to undertake the x-ray screener certification test at their site.

Fees

7. It will be possible for accredited organisations to charge a maximum fee of £60 per person plus VAT for delivering the test. This will be reviewed periodically by the DfT.
8. Accredited organisations visiting other premises to carry out competency testing may also charge for reasonable travel costs.

Test Protocol

9. The testing format must meet the regime set out by the DfT as described in this document.
10. The test shall cover all ten compulsory competencies listed in Annex A (detailed in the Level 1 syllabus booklet, Module 8, and Technical Information Notice 01/2002) using the process defined below. This process should be used in all cases. In addition, where the New Screening Methodology (NSM) or Threat Image Projection (TIP) is in use the process listed in 11 and 12 of Annex

A should also be used. Certificates will state if candidates have successfully completed competencies 11 and 12 listed in Annex A. No deviation from this process will be permitted.

11. The applicant must be able to facilitate the test under appropriate exam conditions using only approved materials.
12. Only candidates who reach the required standard will be accepted as passing the competency test.
13. All test applicants will be provided with feedback as set out in this criteria document.
14. Organisations requiring the services of an accredited tester should seek verification from the DfT, for the purpose of validating the credentials of the assessor.

Test Manager

15. The application for accreditation must include a minimum of one “test manager”. The test manager must have successfully completed at least one of the following government accredited training courses:
 - Security Managers' (formerly Level 3); or
 - Ground Instructors' (formerly Level 5).
16. Details of the test manager's suitability must be submitted to DfT in the form of a CV and include evidence of the successful completion of at least one of the training courses listed above.
17. The test manager may appoint nominated persons to be responsible for issuing and administering the test, undertaking the marking process and giving feedback to candidates. These nominated persons should:
 - have appropriate briefing from the test manager prior to carrying out testing. If possible a different test manager or nominated person from the course manager or trainer should administer the test;
 - be capable of providing feedback on an individual basis; and
 - carry out the test in accordance within the Guidelines for Administering the Cabin Baggage National X-ray Competency test (Annex B) which contains good practice guidelines on test invigilation and administration.
18. DfT must be advised of any changes to the “test manager”.
19. The security of the test CD ROM is the responsibility of the test manager and all tests should be listed and numbered as requested by the DfT.

Target Population

20. Persons employed by airports, airlines and their agents who undertake Module 8a of Level 1 Ground Security duties in support of the National Aviation Security Programme (NASP) are required to undertake the test;
 - as part of their induction training; and

- at least every 13 months thereafter.
21. Airports that are using TIP and have an individual screeners' results available may elect to provide evidence of ongoing competency for screeners using this method rather than testing on an annual basis. However, the cabin baggage NXCT must still be successfully completed as part of induction training.
 22. Any member of staff who has previously passed the competency test but who then has not been actively screening by x-ray for three months will also be required to undertake the test again to demonstrate competency. Appropriate records will need to be maintained.
 23. Records should be kept of all tests undertaken and be available for inspection by DfT for a period of three years. Results of competency tests should be retained for all staff by their employing companies as part of the individual's training record. Accredited test managers should also maintain records of all external companies' test results. All records remain confidential. Enquiries regarding external results and test marking should be directed to the accredited test manager. DfT may request data regarding tests carried out, and details of pass/fail rates.
 24. If a candidate fails the test, adequate time should be allocated for additional training to ensure that areas of failure are suitably addressed, either through further on the job training or additional classroom training, before the candidate is allowed to re-sit the test. Candidates may undertake no more than three tests per named x-ray in a three month period.
 25. It is a requirement that all cabin baggage screeners who undertake x-ray screening duties must be in possession of a valid x-ray competency certificate, or be able to provide documentation showing the required TIP results. There will be no exceptions.
 26. An accredited organisation may revoke a certificate if there is evidence that a candidate is not meeting the requirements laid down by the DfT.

Programme Availability

27. A list of accredited test managers will be maintained by the DfT. Details will be published the DfT website.

Duration

28. The maximum duration of the test will be one hour, but delegates may complete the test in a shorter time.

Marking Process

29. The CD-ROM will automatically mark individual tests. Results should then be clearly recorded.
30. On completion of the test marking, the test manager or nominated person will provide immediate feedback including the marks achieved, to the candidate. Where the candidate is successful, a certificate will be forwarded via the individual's employer.
31. Candidates' test results are confidential and should only be provided to the individual undertaking the test, their employer and, on request, the DfT.

Venues

32. All applications for accreditation should consider their proposed testing facilities i.e. they should have appropriate accommodation and equipment to be able to administer the test.

a) Facilities

Accommodation should include a room or classroom suitably illuminated and heated, with either individual private booths or tables laid out to prevent trainees working together or colluding. Candidates shall have access to toilet and refreshment facilities. A waiting area and suitable facilities for confidential individual feedback should be provided.

b) Equipment

The test will be provided on a CD-Rom. The minimum hardware specification to run the competency test is:

- Pentium II, 333Mhz, 128Mb RAM
- MS Windows NT 4.0, Windows 95, Windows 98 or Windows 2000
- CD-ROM drive
- 200Mb free hard disk space

The software should include a display resolution of 1024 by 768 pixels with a true/hi colour palette.

N.B. older PCs may not meet these specifications.

33. Accredited organisations should consider contingency arrangements in the case of e.g. power or equipment failure. Consideration should be given to the confidentiality of results in these instances.
34. Certificates for individuals who successfully complete the test will be signed by the organisation administering the test and will remain the property of the DfT. Certificates will follow the standard format as set by the DfT.
35. DfT reserves the right to visit any accredited persons at any reasonable time to ensure that these criteria are being complied with. If an accredited person is found to not be in compliance with these criteria, accreditation may be suspended or removed.
36. Changes to this protocol will be agreed by the NASC Recruitment & Training Sub-Committee.

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Annex A X-Ray Screener Competencies

Annex B Guidelines for Administering the Cabin Baggage National X-Ray Competency Test

X-RAY SCREENER COMPETENCIES

**Details in Technical Information Notice 01/2002
and
Ground Security Staff Training Syllabus Booklet**

1. Understanding of safety issues.
 2. Ability to operate the x-ray machine.
 3. Understanding of peculiarities and limitations of the x-ray and how to overcome them.
 4. Ability to interpret the meaning of colours on the x-ray image.
 5. Ability to interpret the shapers and sizes of objects on the x-ray image.
 6. Image analysis using enhancement functions.
 7. Ability to recognise the appearance of everyday articles on the x-ray image.
 8. Understanding of the visual cues which may represent a prohibited article.
 9. Ability to recognise the appearance of prohibited articles on the x-ray image.
 10. Ability to use the correct procedures during security screening.
- And, if appropriate:
11. Ability to use Threat Image Projection (TIP).
 12. Understanding of the New Screening Methodology (NSM).

GUIDELINES FOR ADMINISTERING THE CABIN BAGGAGE NATIONAL X-RAY COMPETENCY TEST

It is important that test administration is standardised across all test sessions. This is so candidates can be accurately and fairly compared with each other. Any deviation from these will compromise the effectiveness of the procedure.

The role of the test administrator is to make sure that the test session runs smoothly and that all candidates are given an equal opportunity to perform to the best of their ability.

The following are all points to bear in mind when planning and running your test session.

- Book an adequate testing room in advance – ventilation, temperature, lighting, noise, positioning of computers and chairs are all important.
- Ensure you have enough support – for computer based tests it is wise to have more than one test administrator and to have notified technical staff in advance just in case there are problems.
- You **can** help candidates to fill in their personal details / type it for them.
- You **can** give candidates help on the procedure to follow to answer a question **at any time**.
- You **cannot** give candidates any help regarding the correct answers to questions.
- If for any reason the test session is interrupted (e.g. fire alarm) and has to be stopped, all candidates will have to begin the test again from the start. Similarly, if one screener has to leave the room (e.g. due to sickness) he/she cannot re-enter and start the tests from where he/she left them.

Informal Administration Instructions

The purpose of the informal administration instructions is to give a brief outline of the testing session and to make the candidates feel at ease. What must be said is not set in stone but the following points should be covered in your introduction to keep each test session standardised and fair.

- Complete a test log.
- Check everyone can hear you clearly.
- Introduce yourself and explain that you are going to be administering the Cabin Baggage National X-Ray Competency Test. Check that candidates have seen and read the practice test materials.
- Ask everyone to turn off mobile phones and pagers.
- Explain any fire and health and safety regulations.
- Check everyone that needs glasses or a hearing aid has them with them.
- Make sure candidates do not have any paper or pens/pencils on the desk
- Make it clear that they can ask questions at any point by raising their hand if they do not understand something.
- Give everyone the opportunity to go to the toilet and make it clear that they will not be allowed to leave the room and return once the test session has started.
- Explain you will be reading from a set of standardised instructions to ensure that every test session is administered fairly. (These instructions will be issued to all accredited organisations.)