



Namibia Civil Aviation Authority

Aviation Directive

Reference Number: 1/2/7/3

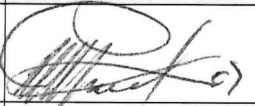
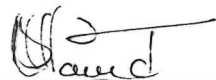
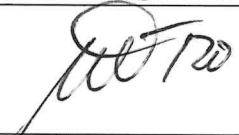

AVIATION SECURITY

26 April 2024

**Provisional Certification of Aviation Security
Training Organisation (ASTO)**

DOCUMENT CONTROL

Approval

Edition Number	1.0	Effective Date	26 April 2024	
	Position	Name	Signature	Date
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Divisional Approval	Acting Senior Manager: Avsec	Mr. David Nanyemba		26/04/24
Recommended by:	Chief Counsel Legal	Mr. Christoph Seimelo		26/04/24
NCAA Approval	Executive Director	Ms Toska Sem		26/04/2024





AVIATION SECURITY DIRECTIVE

1. Legal Authority

1.1 Pursuant to section 38 (6) of the Civil Aviation Act, 2016, (Act no. 6 of 2016 – hereinafter, "the Act"), the Executive Director may issue an Aviation Directive comprised of a permission, approval or procedure, or the imposition of a condition, restriction or prohibition which the Executive Director believes on reasonable grounds to be:

- (a) consistent with the objectives of applicable regulatory requirements, procedures or documents; and
- (b) necessary and expedient to better achieve the objects of the Act.

1.2 In relation to the above-mentioned subject matter, Part 111.01.1 (2) of the Namibia Civil Aviation Regulations of 2001 (NAMCARs) provides that the Executive Director may issue orders, circulars, or directives regarding any aviation security matter.

2. Background

2.1 Namibia Civil Aviation Regulations under Part 109 read with National Civil Aviation Security Training Policy (NCASTP), Appendix F and J among others, requires that an applicant for Aviation Security Training Organization (ASTO) Certificates must comply with the following;

- a) Submission of Training Procedure Manual (TPM) that includes;
- b) Quality Assurance system;
- c) Aviation Security Training Packages;
- d) Personnel requirement; and
- e) Training Facilities and Equipment.

2.2 Pursuant to Sub-Part 2.4.1, of Appendix H of the NCASTP) the applicant for ASTO certification is required to follow five phase certification process, as follows:

- a) Pre-application;
- b) Formal Application;
- c) Document Evaluation;
- d) Demonstration and Inspection; and
- e) Certification.

2.3 To effect phase four (4) (**Demonstration and Inspection**), the applicant needs to conduct training for the NCAA to assess his/her ability to comply fully with the regulations before being certified. During demonstration and inspection, the NCAA evaluates the effectiveness of the policies, methods, procedures, and instructions as specified in the applicant's Training Procedures Manual.

2.4 In the absence of certification, conducting training is in contravention of Part 109.02.1 of the NAMCARs of 2001 as amended.

2.5 In order to provide training and proper assessment of applicants, there is a need to provide for a "Provisional Certificate Process" to ASTOs, considering that Part 109 of NAMCARS is silent on provisional certification.

3. Purpose/objectives

3.1 The purpose of this Directive is to provide for provisional certification of ASTOs to complete the five phases of ASTO certification without contravening NAMCARS Part 109.

4. Applicability

4.1 This Directive is applicable to prospective ASTOs.

5. Effective Date

5.1 This Directive shall come into force on the date of issue and remains in force until it is withdrawn.


 Ms Toska Sem
 Executive Director




 Date