

CIRCULAR

ON AVIATION SECURITY TRAINING

Pursuant to the Law on Vietnam Civil Aviation Law No. 66/2006/QH11 dated June 29, 2006; Law on amendments to some Articles of the Law on Vietnam Civil Aviation Law No. 66/2006/QH11 dated November 21, 2014;

Pursuant to Government's Decree No. 92/2015/ND-CP dated October 13, 2015 on aviation security;

Pursuant to the Government's Decree No. 92/2016/ND-CP dated July 01, 2016 providing for conditional business sectors or activities in the civil aviation industry;

Pursuant to the Government's Decree No. 12/2017/ND-CP dated February 10, 2017 defining functions, tasks, entitlements and organizational structure of the Ministry of Transport;

At the request of Director of Department of Personnel and Organization and Director of Civil Aviation Authority of Vietnam;

The Minister of Transport hereby promulgates a Circular on aviation security training.

Chapter I

GENERAL PROVISIONS

Article 1. Scope

This Circular provides for the training in civil aviation security.

Article 2. Regulated entities

This Circular applies to the organizations and individuals related to the training in civil aviation security in Vietnam.

Article 3. Teaching time and conversion of teaching time

1. Teaching time specified in the training program shall be expressed in hours.
2. Conversion of teaching time: 01 (one) hour of theoretical teaching shall be considered as 45 minutes; 01 (one) hour of practical teaching shall be considered as 60 minutes.

Chapter II

PROVISION OF TRAINING FOR AVIATION SECURITY FORCES

Section 1. TRAINING PROGRAMS

Article 4. Security screening training program

1. Objective: Equip learners with the occupational knowledge, skills and manners to conduct the aviation examination and security screening of passengers, baggage, cargo, mail and articles conveyed aboard the aircraft.
2. A person eligible to attend the training course must be a Vietnamese citizen aged 18 or older, have an explicit personal history, be physically fit and possess at least a high school diploma.
3. Program duration: 516 hours, including 306 hours of theory and 210 hours of practice.
4. Duration distribution by subject:

No.	SUBJECT	DURATION		
		TOTAL	INCLUDING	
			THEORY	PRACTICE
I	General subjects	96	96	0
1	General knowledge of civil aviation	8	8	0
2	Transportation of passengers, baggage and cargo	8	8	0
3	Law on Civil Aviation; law on aviation security	20	20	0
4	English for Aeronautical Communication	60	60	0

II	General subjects on aviation security	188	140	48
1	Aviation security; airport and aerodrome security	20	20	0
2	Criminal psychology, passenger psychology	24	24	0
3	Response to aviation security issues	8	8	0
4	Bomb threat handling	4	4	0
5	Law enforcement agencies at airport and aerodrome	4	4	0
6	Responsibility of airport and aircraft operators for aviation security assurance	4	4	0
7	Aviation security inspection	20	20	0
8	Introduction to aviation security equipment	12	12	0
9	Settlement of aviation security breach	16	12	4
10	Use of weapons, combat gears and communication devices	8	8	0
11	Examination and search of passengers, aircrafts, vehicles, terminals and unclaimed articles	20	8	12
12	Site protection	8	8	0
13	Professionalism of aviation security officers	16	8	8
14	Self-defense skills	24	0	24
III	Specialization in security screening	232	70	162
1	Procedures for security screening of passengers, baggage, cargo and mail	8	8	0
2	Dangerous articles concealment artifices	10	4	6
3	Physical examination of people	20	4	16
4	Physical examination of baggage and cargo	20	4	16
5	Travel document examination	20	4	16
6	X-ray screening and identification of weapons, explosives and other dangerous articles	40	10	30
7	Screening and identification of weapons, explosives and other dangerous articles through door-frame and hand-held metal detectors	20	4	16
8	Handling of suspected explosives and suspected explosive devices; dangerous weapons and articles	16	8	8
9	Examination of special passengers	8	4	4
10	Examination of passengers who are patients, disabled persons	8	4	4
11	Explosive detection devices	4	0	4
12	Handling of passengers who refuses to undergo aviation screening	4	4	0
13	Positive passenger-bag match	10	10	0
14	Internship under the guidance and supervision of the official of an aviation security unit	40	0	40
	Final examination	4	2	2
	Total	516	306	210

Article 5. Security control training program

1. Objective: Equip learners with the occupational knowledge, skills and manners to stand guard over restricted areas, to inspect the security of terminals, public areas and aerodrome.

2. A person eligible to attend the training course must be a Vietnamese citizen aged 18 or older, have an explicit personal history, be physically fit and possess at least a high school diploma.

3. Program duration: 432 hours, including 282 hours of theory and 150 hours of practice.4. Duration distribution by subject:

No.	SUBJECT	DURATION
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		TOTAL	INCLUDING	
			THEORY	PRACTICE
I	General subjects	96	96	0
1	General knowledge of civil aviation	8	8	0
2	Transportation of passengers, baggage and cargo	8	8	0
3	Law on Civil Aviation; law on aviation security	20	20	0
4	English for Aeronautical Communication	60	60	0
II	General subjects on aviation security	188	140	48
1	Aviation security; airport and aerodrome security	20	20	0
2	Criminal psychology, passenger psychology	24	24	0
3	Response to aviation security issues	8	8	0
4	Bomb threat handling	4	4	0
5	Law enforcement agencies at airport and aerodrome	4	4	0
6	Responsibility of airport and aircraft operators for aviation security assurance	4	4	0
7	Aviation security inspection	20	20	0
8	Introduction to aviation security equipment	12	12	0
9	Settlement of aviation security breach	16	12	4
10	Use of weapons, combat gears and communication devices	8	8	0
11	Examination and search of passengers, aircrafts, vehicles, terminals and unclaimed articles	20	8	12
12	Site protection	8	8	0
13	Professionalism of aviation security officers	16	8	8
14	Self-defense skills	24	0	24
III	Specialization in security control	148	46	102
1	Patrol and guard	20	4	16
2	Aircraft protection	12	4	8
3	Inspection of restricted area security	24	8	16
4	Identification of weapons, explosives and dangerous articles; handling principles	16	16	0
5	Door-frame and hand-held metal detectors	12	4	8
6	Explosive detection devices	12	4	8
7	Camera supervision	4	0	4
8	Physical examination of people, vehicles and items	12	4	8
9	Internship under the guidance and supervision of the official of an aviation security unit	32	0	32
	Final examination	4	2	2
	Total	432	282	150

Article 6. Mobile security training program

1. Objective: Equip learners with the occupational knowledge, skills and manners for patrol, guarding, escorting, crowd control, aircraft and vehicle inspection and search.

2. A person eligible to attend the training course must be a Vietnamese citizen aged 18 or older, have an explicit personal history, be physically fit and possess at least a high school diploma.

3. Program duration: 456 hours, including 278 hours of theory and 178 hours of practice. 4. Duration distribution by subject:

No.	SUBJECT	DURATION
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		TOTAL	INCLUDING	
			THEORY	PRACTICE
I	General subjects	96	96	0
1	General knowledge of civil aviation	8	8	0
2	Transportation of passengers, baggage and cargo	8	8	0
3	Law on Civil Aviation; law on aviation security	20	20	0
4	English for Aeronautical Communication	60	60	0
II	General subjects on aviation security	188	140	48
1	Aviation security; airport and aerodrome security	20	20	0
2	Criminal psychology, passenger psychology	24	24	0
3	Response to aviation security issues	8	8	0
4	Bomb threat handling	4	4	0
5	Law enforcement agencies at airport and aerodrome	4	4	0
6	Responsibility of airport and aircraft operators for aviation security assurance	4	4	0
7	Aviation security inspection	20	20	0
8	Introduction to aviation security equipment	12	12	0
9	Settlement of aviation security breach	16	12	4
10	Use of weapons, combat gears and communication devices	8	8	0
11	Examination and search of passengers, aircrafts, vehicles, terminals and unclaimed articles	20	8	12
12	Site protection	8	8	0
13	Professionalism of aviation security officers	16	8	8
14	Self-defense skills	24	0	24
III	Specialization in mobile security	172	42	130
1	Patrol and guard	12	4	8
2	Escorting of people and cargo	12	4	8
3	Hand-held metal detectors	12	4	8
4	Explosive detection devices	12	4	8
5	Riot control	8	8	0
6	Identification of weapons, explosives and dangerous articles; handling principles	12	12	0
7	Handling of bombs, mines, explosives and explosive materials	12	4	8
8	Advanced martial arts	56	0	56
9	Internship under the guidance and supervision of the official of an aviation security unit	32	0	32
Final examination		4	2	2
Total		456	278	178

Article 7. Supplemental training program for aviation security management

- Objective: Equip learners with the occupational knowledge and skills in aviation security management.
- The course is open to managerial personnel in the aviation security force of airports companies, Vietnamese airlines, providers of air navigation services, providers of aircraft and aircraft equipment repair and maintenance services and providers of general aviation services defined in the aviation security program and aviation security regulation.
- Program duration: 40 hours of theory.
- Duration distribution by subject:

No.	CONTENTS	DURATION
1	Aviation security	4
2	Airport and aerodrome security	4
3	Response to aviation security issues	4
4	Global aviation security environment	4
5	Roles and activities of regional and international organizations	2
6	National and international regulations on aviation security	4
7	National civil aviation bodies and authorities	4
8	Aviation security infrastructure and equipment technology	4
9	Resources for maintaining aviation security	4
10	Internal quality control programs	2
11	Emergency plan	2
Final examination		2
Total		40

Article 8. Supplemental training program for aviation security crisis management

1. Objective: Equip learners with the occupational knowledge and skills in formulating emergency plans for aviation security and measures against illegal interference in aviation security.

2. The course is open to managerial personnel in the aviation security force of airports companies, Vietnamese airlines, providers of air navigation services, providers of aircraft and aircraft equipment repair and maintenance services and providers of general aviation services defined in the aviation security program and aviation security regulation; managerial personnel in the units that carry out measures against illegal interference in civil aviation activities.

3. Program duration: 24 hours of theory.

4. Duration distribution by subject:

No.	CONTENTS	DURATION
1	Aviation security	4
2	Airport and aerodrome security	4
3	Response to aviation security issues	2
4	Threats to civil aviation security	2
5	Common traits of criminals; specific traits of transgressors in civil aviation activities	2
6	Principles of crisis management; crisis management plan	4
7	Requirements for a command and crisis control center	2
8	Practice of crisis management	2
Final examination		2
Total		24

Article 9. Supplemental training program for aviation security instructorship

1. Objective: Equip learners with knowledge and skills in preparing and using educational texts and equipment, organizing classes and acquiring teaching methods for aviation security.

2. The course is open to persons selected as aviation security force instructors and aviation security awareness instructors.

3. Duration: 56 hours, including 38 hours of theory and 18 hours of practice.

4. Duration distribution by subject:

a) Supplemental training in aviation security force instructorship:

No.	CONTENTS	DURATION		
		TOTAL	THEORY	PRACTICE
1	Aviation security instructor's roles	4	4	0

2	Introduction to aviation security program	4	4	0
3	Principles of learning and teaching	4	4	0
4	Course organization	8	8	0
5	Preparation of teaching equipment in aviation security	8	4	4
6	Testing and certification	4	4	0
7	Presenting of aviation security textbooks and documents	16	4	12
8	Result evaluation	4	4	0
Final examination		4	2	2
Total		56	38	18

b) Supplemental training in aviation security awareness instructorship:

No.	CONTENTS	DURATION
1	Aviation security	4
2	Airport and aerodrome security	4
3	Response to aviation security issues	2
4	Bomb threat handling	4
5	Law enforcement agencies	4
6	Airport and aircraft operators	4
7	Aviation security inspection	8
8	Aviation security equipment	2
9	Weapons, explosives and dangerous articles; handling principles	4
10	Settlement of aviation security breach	4
11	Use of weapons, combat gears and communication devices	4
12	Administrative violations against regulations on civil aviation	4
13	Aviation security culture	4
14	Aviation security instructor's roles	2
Final examination		2
Total		56

Article 10. Supplemental training program for aviation security inspectors

1. Objective: Equip learners with knowledge of aviation security, methods and skills in inspecting aviation security.

2. The course is open to persons selected as aviation security inspectors and internal security inspectors who have at least 01 (one) year's experience in aviation security.

3. Duration: 56 hours, including 40 hours of theory and 16 hours of practice.

4. Duration distribution by subject:

No.	CONTENTS	DURATION		
		TOTAL	THEORY	PRACTICE
1	Contents of national aviation security programs	8	8	0
2	Concept of aviation security inspection	4	4	0
3	Preparation for inspection	4	4	0
4	Inspection methods	4	4	0
5	Roles and skills of aviation security inspectors and internal security inspectors	4	4	0
6	Ancillary equipment for inspection	4	4	0
7	Procedure for inspection	6	6	0
8	Internship and writing of reports	20	4	16

Final examination	2	2	0
Total	56	40	16

Section 2. RECURRENT TRAINING PROGRAMS

Article 11. Security screening recurrent training program

1. Objective: Update learners on new knowledge and regulations, practice and augment occupational skills in examination and security screening.
2. The course is open to security screeners.
3. Duration: 32 hours, including 6 hours of theory and 26 hours of practice.
4. Duration distribution by subject:

No.	CONTENTS	DURATION		
		TOTAL	INCLUDING	
			THEORY	PRACTICE
1	Update on legal documents and regulations on aviation security assurance; domestic and international aviation security	2	2	0
2	New conspiracies, methods and tricks of criminal organizations and terrorist organizations	2	2	0
3	Physical examination of people	2	0	2
4	Physical examination of baggage and cargo	2	0	2
5	Travel document examination	2	0	2
6	X-ray screening and identification of weapons, explosives and dangerous articles	4	0	4
7	Screening and identification of weapons, explosives and dangerous articles through door-frame and hand-held metal detectors	2	0	2
8	Explosive detection devices	4	0	4
9	Handling of suspected explosives, weapons, dangerous articles	4	0	4
10	Examination of special passengers	2	0	2
11	Examination of passengers who are patients, disabled persons	2	0	2
	Final examination	4	2	2
	Total	32	6	26

Article 12. Security control recurrent training program

1. Objective: update learners on new knowledge and regulations, practice and augment occupational skills in aviation security control and inspection.
2. The course is open to security controllers.
3. Duration: 24 hours, including 12 hours of theory, 12 hours of practice.
4. Duration distribution by subject:

No.	CONTENTS	DURATION		
		TOTAL	INCLUDING	
			THEORY	PRACTICE
1	Update on legal documents and regulations on aviation security assurance; domestic and international aviation security	2	2	0
2	New conspiracies, methods and tricks of criminal organizations and terrorist organizations	2	2	0
3	Patrol and guard	2	2	0
4	Aircraft protection	2	2	0
5	Control of restricted area security	2	2	0
6	Door-frame and hand-held metal detectors	2	0	2

7	Explosive detection devices	2	0	2
8	Physical examination of people, vehicles and items	2	0	2
9	Examination and search of passengers, aircrafts, vehicles, terminals and unclaimed articles	2	0	2
10	Camera supervision	2	0	2
Final examination		4	2	2
Total		24	12	12

Article 13. Mobile security recurrent training program

1. Objective: Update learners on new knowledge and regulations, practice and augment occupational skills in mobile security.

2. The course is open to mobile security officers.

3. Duration: 62 hours, including 12 hours of theory and 50 hours of practice.

4. Duration distribution by subject:

No.	CONTENTS	DURATION		
		TOTAL	INCLUDING	
			THEORY	PRACTICE
1	Update on legal documents and regulations on aviation security; domestic and international aviation security	2	2	0
2	New conspiracies, methods and tricks of criminal organizations and terrorist organizations	2	2	0
3	Patrol and guard	2	0	2
4	Escorting of people and cargo	2	0	2
5	Examination and search of passengers, aircrafts, vehicles, terminals and unclaimed articles	4	0	4
6	Riot control	2	2	0
7	Hand-held metal detectors	2	0	2
8	Explosive detection devices	2	0	2
9	Identification and handling of weapons and dangerous articles; bombs, mines and explosive materials	4	0	4
10	Site protection	2	2	0
11	Settlement of aviation security breach in restricted areas of an airport	4	2	2
12	Martial arts	30	0	30
Final examination		4	2	2
Total		62	12	50

Article 14. Aviation security management recurrent training program

1. Objective: update learners on new knowledge and regulations on aviation security management.

2. The course is open to managerial personnel in the aviation security force of airports companies, Vietnamese airlines, providers of air navigation services, providers of aircraft and aircraft equipment repair and maintenance services and providers of general aviation services defined in the aviation security program and aviation security regulation and issued with a certificate of completion of supplemental training course on aviation security management.

3. Duration: 16 hours of theory.

4. Duration distribution by subject:

No.	CONTENTS	DURATION
1	Global aviation security environment; new conspiracies, methods and tricks of criminal organizations and terrorist organizations	2
2	Roles and activities of regional and international organizations	1

3	National, regional and international regulations on aviation security	2
4	National civil aviation bodies and authorities	1
5	Aviation security infrastructure and equipment technology	2
6	Resources for maintaining aviation security	2
7	Project management	1
8	Internal quality control programs	2
9	Emergency plan	1
Final examination		2
Total		16

Article 15. Aviation security instructorship recurrent training program

1. Objective: update learners on knowledge and skills in preparing and using educational texts and equipment, organizing classes and acquiring teaching methods in aviation security.

2. The course is open to persons selected as aviation security force instructors and aviation security awareness instructors.

3. Duration:

a) Recurrent training provided for aviation security force instructors: 16 hours of theory;

b) Recurrent training provided for aviation security awareness instructors: 8 hours of theory.

4. Duration distribution by subject:

a) Recurrent training provided for aviation security force instructors:

No.	CONTENTS	DURATION
1	Aviation security instructor's roles and introduction to an aviation security program	2
2	Principles of learning and teaching	2
3	Course organization	4
4	Preparation of teaching equipment in aviation security	2
5	Testing and certification	2
6	Presenting of documents	1
7	Result evaluation	1
Final examination		2
Total		16

b) Recurrent training provided for aviation security awareness instructors:

No.	CONTENTS	DURATION
1	Airport and aerodrome security	1
2	Response to aviation security issues	1
3	Bomb threat handling	1
4	Weapons, explosives and dangerous articles, handling principles	1
5	Settlement of aviation security breach	1
6	Roles of an aviation security awareness instructor	1
Final examination		2
Total		8

Article 16. Aviation security inspector recurrent training program

1. Objective: update learners on the occupational knowledge and skills in aviation security inspection.

2. The course is open to aviation security inspectors and internal security inspectors.

3. Program duration: 16 hours of theory.

4. Duration distribution by subject:

No.	CONTENTS	DURATION
1	Preparation for inspection	2
2	New conspiracies, methods and tricks of criminal organizations and terrorist organizations	2
3	Preparation for inspection	2
4	Duties and skills of aviation security inspectors and internal security inspectors	4
5	Ancillary equipment for inspection	2
6	Practice and writing of inspection reports	2
Final examination		2
Total		16

Article 17. Recurrent training interval

1. Security screeners, security controllers and mobile security officers shall undergo recurrent training once a year.
2. A security screener omitting dangerous articles during his mission or an aviation security control employee having not carried out any mission for at least 06 (six) consecutive months shall undergo relevant recurrent training before resuming work.
3. Managerial personnel in the aviation security force, aviation security instructors, aviation security inspectors and internal security inspectors shall undergo recurrent training every 02 (two) years.

Section 3. PROVISION OF TRAINING FOR AVIATION SECURITY FORCE

Article 18. Textbooks and documents

1. Aviation security training institutions shall compile, verify and publish aviation security force training textbooks and documents.
2. Contents of aviation security force training textbooks and documents shall comply with regulations of this Circular and the International Civil Aviation Organization's standards and recommended practices.
3. Aviation security force training textbooks and documents shall be managed in the same way as the restricted security documents are managed.

Article 19. Aviation security force instructors

1. Aviation security force instructors shall comply with Clause 2 Article 26 of the Government's Decree No. 92/2014/ND-CP dated July 01, 2014.
2. Instructors for supplemental training programs in respect of aviation security management, aviation security instructorship, aviation security inspection and aviation security crisis management shall comply with Clause 1 of this Article and obtain a certificate of completion of supplemental training course corresponding to the training program.
3. Instructors for recurrent training programs in respect of aviation security management, aviation security instructorship and aviation security inspection shall be selected by the aviation security training institution from among instructors and experts who have extensive experience in and knowledge of aviation security.
4. English for Aeronautical Communication, martial arts, weapon and explosive instructors must obtain a certificate issued by a competent authority.
5. According to the standards specified in Clauses 1, 2 and 3 of this Article, aviation security inspector training institutions shall compile a list of aviation security force instructors and submit it to the Civil Aviation Authority of Vietnam.

Article 20. Training and practice infrastructure and equipment

1. Training and practice infrastructure and equipment for aviation security inspector training programs shall comply with Article 25 of the Government's Decree No. 92/2016/ND-CP dated July 01, 2016.
2. Practice equipment for aviation security inspector training programs includes:
 - a) Software used for security screening training;
 - b) X-ray screening machine;
 - c) Door frame metal detectors;
 - d) Hand-held metal detectors;

- dd) Explosive detection devices;
- e) Under vehicle search mirrors;
- g) Specimens and models of weapons, explosives and dangerous articles;
- h) Camera surveillance system;
- i) Equipment related to training contents.

3. Practice equipment for supplemental training programs for aviation security instructorship and inspection shall be conformable with training contents.

Article 21. Testing and issuance of course completion certificate

1. Testing:

- a) The theory examination shall include multiple-choice questions, essay or interview. The practical examination shall be conducted with existing equipment or simulation software. Learners of aviation security screening, security control and mobile security training programs shall take an examination upon finishing each subject. Each examination lasts for at least 15 minutes;
- b) The theory and practical examinations shall be graded on the 0 to 100 scale. The minimum passing grade for the theory examination and the practical examination shall be 80.

2. Issuance of certificate:

- a) The certificate issued by aviation security inspector training institutions to learners by completing the aviation security inspector training program shall adopt the sample defined in the Circular by the Minister of Transport on aviation staff, training institution, professional training and English assessment.
 - b) The certificate issued by aviation security inspector training institutions to learners completing the supplemental training programs for aviation security management, crisis management, instructorship and inspection shall adopt the sample defined in the Appendix 1 enclosed herewith;
 - c) Learners' completion of the aviation security recurrent training programs specified in Articles 11 - 16 of this Circular shall be certified in writing by the director of the aviation security inspector training institution.
3. Learners participating in the training programs to be issued with at least two certificates shall be exempted from general subjects and general subjects on aviation security included in the training program.
4. The certificate issued by the training institution affiliated to the International Civil Aviation Organization to learners completing aviation security instructor, aviation security inspector, aviation security management and aviation security crisis management training programs and the certificate specified in Point b Clause 2 of this Article are equally authentic.

Article 22. Records on training/supplemental training provided for aviation security force

1. Records on training/supplemental training provided for aviation security force include:

- a) The final examination result;
- b) The decision on recognition of course completion issued by the director of the aviation security inspector training institution;
- c) The copy of the course completion certificate.

2. Records on recurrent training provided for aviation security force include:

- a) The final examination result;
- b) The decision on recognition of course completion issued by the director of the aviation security inspector training institution.

Chapter III

AVIATION SECURITY AWARENESS TRAINING PROVIDED FOR ENTITIES NOT AFFILIATED TO AVIATION SECURITY FORCE

Section 1. AVIATION SECURITY AWARENESS TRAINING PROGRAMS

Article 23. Aviation security awareness training program for flight crew

- 1. Objective: Equip flight crew with the essential knowledge of aviation security to handle mission-related aviation security situations.
- 2. The course is open to flight crew members.
- 3. Duration:

a) Aviation security awareness training provided for pilots and flight attendants, except the person defined in Point b Clause 3 of this Article: 32 hours of theory;

b) Aviation security awareness training provided for chief pursers: 42 hours of theory; the person that has been issued with the certificate of completion of the program defined in Point a Clause 3 of this Article shall be exempted from corresponding subjects.

4. Duration distribution by subject:

a) Aviation security awareness training provided for personnel defined in Point a Clause 3 of this Article:

No.	CONTENTS	DURATION
1	Aviation security	2
2	Airport and aerodrome security; airline's aviation security	2
3	Response to aviation security issues	2
4	Aircraft protection	2
5	Security inspection and aircraft search	4
6	Handling of suspected articles found on the aircraft	2
7	Response to in-flight bomb threat and bomb threat involving a aircraft on the ground	2
8	Response to unruly passenger incidents	2
9	Response to illegal aircraft seizure and hostage incidents	2
10	Self-defense skills	8
11	Dangerous articles	2
Final examination		2
Total		32

b) Aviation security awareness training programs for chief pursers:

No.	CONTENTS	DURATION
1	Aviation security	2
2	Airport and aerodrome security; airline's aviation security	2
3	Response to aviation security issues	2
4	Aircraft protection	2
5	Security inspection and aircraft search	4
6	Handling of suspected articles found on the aircraft	2
7	Response to in-flight bomb threat and bomb threat involving a aircraft on the ground	4
8	Response to unruly passenger incidents	2
9	Response to illegal aircraft seizure and hostage incidents	2
10	Self-defense skills	8
11	Dangerous articles	2
12	Organization of cabin crew preflight briefings	2
13	Initial response to administrative violations against regulations on aviation security aboard an aircraft	6
Final examination		2
Total		42

Article 24. Aviation security awareness training program for airlines' managerial personnel

1. Objective: Equip learners with the essential knowledge of aviation security to handle aviation security situations related to management.

2. The course is open to managerial personnel of the airlines operating in Vietnam.

3. Duration: 16 hours of theory.

4. Duration distribution by subject:

No.	CONTENTS	DURATION
1	Aviation security	2
2	Airport and aerodrome security	2
3	Response to aviation security issues	2
4	National legislation and International Civil Aviation Organization's standards on aviation security	2
5	National aviation security program, airline's and airport's aviation security programs; airline's aviation security assurance measures	3
6	Establishment of employees' aviation security awareness	1
7	Security emergency and crisis management	2
Final examination		2
Total		16

Article 25. Aviation security awareness training program for airlines' chief representatives, operations supervisors and managers

1. Objective: Equip learners with the essential knowledge of aviation security to handle aviation security situations related to operations management and supervision.

2. The course is open to operations supervisors and managers and chief representatives of the airlines in Vietnam.

3. Duration: 16 hours of theory.

4. Duration distribution by subject:

No.	CONTENTS	DURATION
1	Aviation security	2
2	Airport and aerodrome security	2
3	Response to aviation security issues	2
4	Contents of the airline's aviation security program; aviation security quality control	2
5	Airline's aviation security assurance measures	2
6	Airline's aviation security emergency plan	2
7	Crisis management, risk management	2
Final examination		2
Total		16

Article 26. Aviation security awareness training program for airlines' ground operators

1. Objective: Equip learners with the essential knowledge of aviation security to handle aviation security situations related to ground operation.

2. The course is open to ground operators of the airlines operating in Vietnam.

3. Duration: 16 hours of theory.

4. Duration distribution by subject:

No.	CONTENTS	DURATION
1	Aviation security	2
2	Airport and aerodrome security	2
3	Response to aviation security issues	2
4	Aircraft protection	2
5	Pre-operation inspection of aircraft security; suspicious signs and articles	4
6	Response to illegal interference	2
Final examination		2
Total		16

Article 27. Aviation security awareness training program for aircraft ground handling staff at Vietnamese airports

1. Objective: Equip learners with the essential knowledge of aviation security to handle aviation security situations related to aircraft ground handling.
2. The course is open to aircraft ground handling staff at Vietnamese airports.
3. Duration: 16 hours of theory.
4. Duration distribution by subject:

No.	CONTENTS	DURATION
1	Aviation security	2
2	Airport and aerodrome security	2
3	Response to aviation security issues	2
4	Suspicious signs and articles	2
5	Pre-flight security assurance	2
6	Security control of passengers and articles boarding the aircraft	2
7	Inspection of an aircraft's cargo hold	2
Final examination		2
Total		16

Article 28. Aviation security awareness training program for aircraft repairmen and maintenance technicians

1. Objective: Equip learners with the essential knowledge of aviation security to handle aviation security situations related to aircraft repair and maintenance.
2. The course is open to aircraft repairmen and maintenance technicians.
3. Duration: 16 hours of theory.
4. Duration distribution by subject:

No.	CONTENTS	DURATION
1	Aviation security	2
2	Airport and aerodrome security	2
3	Response to aviation security issues	2
4	Entrance control for aircraft maintenance hangars, aircraft repair and maintenance companies	2
5	Security assurance for maintenance equipment, vehicles, materials and parts	2
6	Dangerous article concealment artifices	2
7	Suspicious signs and articles; procedure for handling suspected or restricted articles	2
Final examination		2
Total		16

Article 29. Aviation security awareness training program for air navigation staff

1. Objective: Equip learners with the essential knowledge of aviation security to handle mission-related aviation security situations.
2. The course is open to:
 - a) Air traffic controllers;
 - b) Aeronautical information officers;
 - c) Communication, navigation and surveillance officers;
 - b) Aviation meteorologists;
 - dd) Aviation search and rescue officers;
 - e) Flight dispatchers of airlines.
3. Duration: 16 hours of theory.

4. Duration distribution by subject:

No.	CONTENTS	DURATION
1	Aviation security	2
2	Airport and aerodrome security; introduction to air navigation	2
3	Response to aviation security issues	2
4	Aviation security objectives and organization; internal security	2
5	Conventions, international and national regulations on aviation security	2
6	Response to illegal interference in flying aircrafts; response to bomb threat	2
7	Alarm and emergency procedure	2
	Final examination	2
	Total	16

Article 30. Aviation security awareness training program for providers of air cargo terminal or warehouse operation services

1. Objective: Equip learners with the essential knowledge of aviation security to handle aviation security situations related to the provision of air cargo terminal or warehouse operation services.

2. The course is open to managers, inspectors and personnel of the air cargo terminal or warehouse operation service providers.

3. Duration:

a) Aviation security awareness training provided for air cargo terminal or warehouse operation service providers: 16 hours of theory;

b) Aviation security awareness training provided for managers and inspectors of the air cargo terminal or warehouse operation service providers: 20 hours of theory. The person that has been issued with the certificate of completion of the program defined in Point a of this Clause shall be exempted from corresponding subjects.

4. Duration distribution by subject:

a) Aviation security awareness training provided for personnel of air cargo terminal or warehouse operation service providers:

No.	CONTENTS	DURATION
1	Aviation security	2
2	Airport and aerodrome security	2
3	Response to aviation security issues	2
4	Principles and measures for ensuring aviation security of cargo	4
5	Responsibility of air cargo service providers for aviation security assurance	2
6	Suspicious signs; suspicious and restricted articles	2
	Final examination	2
	Total	16

b) Aviation security awareness training provided for managers and inspectors of the air cargo terminal or warehouse operation service providers

No.	CONTENTS	DURATION
1	Aviation security	2
2	Airport and aerodrome security	2
3	Response to aviation security issues	2
4	Principles and measures for ensuring aviation security of cargo	4
5	Responsibility of air cargo service providers for aviation security assurance	2
6	Suspicious signs; suspicious and restricted articles	2
7	Responsibility for management and inspection of aviation security of cargo	2
8	Aviation security risk management	2

Final examination	2
Total	20

Article 31. Aviation security awareness training program for flight catering companies

1. Objective: Equip learners with the essential knowledge of aviation security to handle aviation security situations related to the provision of catering services.

2. The course is open to managers, inspectors and personnel of the catering companies.

3. Duration:

a) Aviation security awareness training provided for the catering companies' personnel who regularly works in restricted areas in accordance with aviation security regulations of the companies: 14 hours of theory;

b) Aviation security awareness training provided for managers and inspectors of catering companies: 20 hours of theory. The person that has been issued with the certificate of completion of the program defined in Point a of this Clause shall be exempted from corresponding subjects.

4. Duration distribution by subject:

a) Aviation security awareness training program for personnel of catering companies:

No.	CONTENTS	DURATION
1	Aviation security	2
2	Airport and aerodrome security	2
3	Response to aviation security issues	1
4	Principles and measures for ensuring aviation security of meals	1
5	International organizations responsible for establishing aviation security standards	1
6	Responsibilities of relevant authorities	1
7	Responsibilities and obligations of catering companies towards aviation security assurance	1
8	Reasons for which civil aviation is a target of terrorism and illegal interference; reasons for which catering is a target of assault	2
9	Suspicious signs and articles	1
	Final examination	2
	Total	14

b) Aviation security awareness training program for managers and inspectors of catering companies:

No.	CONTENTS	DURATION
1	Aviation security	2
2	Airport and aerodrome security	2
3	Response to aviation security issues	1
5	Principles and measures for ensuring aviation security of meals	1
6	International organizations responsible for establishing aviation security standards	1
7	Responsibilities of relevant authorities	1
8	Responsibilities and obligations of catering companies towards aviation security assurance	1
9	Reasons for which civil aviation is a target of terrorism and illegal interference; reasons for which catering is a target of assault	2
10	Suspicious signs and articles	1
11	Handling of bomb threat calls	2
12	Task of management and inspection of aviation security of meals	2
13	Aviation security risk management	2
	Final examination	2

Total	20
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Article 32. Aviation security awareness training program for aircraft cleaning service providers

1. Objective: Equip learners with the essential knowledge of aviation security to handle aviation security situations related to the provision of aircraft cleaning services.

2. The course is open to:

- a) Aircraft cleaners of the aircraft cleaning service providers;
- b) Managers and inspectors of the aircraft cleaning service providers.

3. Duration:

- a) Aviation security awareness training provided for aircraft cleaners: 14 hours of theory;
- b) Aviation security awareness training provided for managers and inspectors of aircraft cleaning service providers: 18 hours of theory. The person that has been issued with the certificate of completion of the program defined in Point a of this Clause shall be exempted from corresponding subjects.

4. Duration distribution by subject:

a) Aviation security awareness training program for aircraft cleaners:

No.	CONTENTS	DURATION
1	Aviation security	2
2	Airport and aerodrome security	2
3	Response to aviation security issues	1
4	Signs and suspicious and restricted articles; handling thereof upon detection	1
5	Principles and measures for ensuring aviation security of cleaning services	1
6	International organizations responsible for establishing aviation security standards	1
7	Responsibilities of relevant authorities	1
8	Responsibilities and obligations of aircraft cleaning service providers towards aviation security assurance	1
9	Reasons for which civil aviation is a target of terrorism and illegal interference; Reasons for which aircraft cleaning service is a target of assault	2
Final examination		2
Total		14

b) Aviation security awareness training program for managers and inspectors:

No.	CONTENTS	DURATION
1	Aviation security	2
2	Airport and aerodrome security	2
3	Response to aviation security issues	1
4	Procedure for handling suspicious signs upon detection	1
5	Signs and suspicious and restricted articles; handling thereof upon detection	1
6	International organizations responsible for establishing aviation security standards	1
7	Responsibilities of relevant authorities	1
8	Responsibilities and obligations of aircraft cleaning service providers towards aviation security assurance	1
9	Reasons for which civil aviation is a target of terrorism and illegal interference; Reasons for which aircraft cleaning service is a target of assault	1
10	Handling of bomb threat calls	2
11	Task of management and inspection of aviation security of aircraft cleaning services	1
12	Aviation security risk management	2

Final examination	2
Total	18

Article 33. Aviation security awareness training program for airmail service providers

1. Objective: Equip learners with the essential knowledge of aviation security to handle aviation security situations related to the provision of airmail services.

2. The course is open to managers, inspectors and personnel of the airmail service providers.

3. Duration:

a) Aviation security awareness training provided for personnel of airmail service providers: 8 hours of theory hour;

b) Aviation security awareness training provided for managers and inspectors of flight catering service providers: 12 hours of theory. The person that has been issued with the certificate of completion of the program defined in Point a of this Clause shall be exempted from corresponding subjects.

4. Duration distribution by subject:

a) Aviation security awareness training program for personnel of airmail service providers:

No.	CONTENTS	DURATION
1	Aviation security	2
2	Airport and aerodrome security	1
3	Response to aviation security issues	1
4	Measures for ensuring aviation security of airmail services	1
5	Signs and suspicious and restricted articles; artifices of concealment	2
Final examination		1
Total		8

b) Aviation security awareness training program for managers and inspectors of airmail service providers:

No.	CONTENTS	DURATION
1	Aviation security	2
2	Airport and aerodrome security	1
3	Response to aviation security issues	1
4	Measures for ensuring aviation security of airmail services	1
5	Signs and suspicious and restricted articles; artifices of concealment	2
6	Task of management and inspection of aviation security of services	2
7	Aviation security risk management	1
Final examination		2
Total		12

Article 34. Aviation security awareness training program for security guards of air service providers

1. Objective: Equip security guards with the essential knowledge of aviation security to handle mission-related aviation security situations.

2. The course is open to security guards of the providers of air cargo terminal or warehouse operation services, flight catering services and aviation fuel; the aircraft and aircraft equipment repair and maintenance companies; and the providers of air navigation services.

3. Duration: 16 hours of theory.

4. Duration distribution by subject:

No.	CONTENTS	DURATION
1	Aviation security	2
2	Airport and aerodrome security; introduction to air navigation	2
3	Response to aviation security issues	1

4	Aviation security measures for restricted area	2
5	Skills in patrol, guard and inspection	1
6	Management and use of combat gears	1
7	Signs and suspicious and restricted articles	2
8	Initial response to acts of aviation security breach	2
9	Incident documenting and reporting	1
Final examination		2
Total		16

Article 35. Aviation security awareness training provided for persons regularly working in restricted areas

1. Objective: Equip learners with the essential knowledge of aviation security to handle aviation security situations in restricted areas.

2. The course is open to:

- a) Non-aviation service providers' personnel working in restricted areas of an airport or aerodrome;
- b) Employees of the technical aviation service providers or aviation equipment repair and maintenance companies operating in restricted areas of an airport/aerodrome;
- c) Operators of aviation vehicle/equipment regularly operating in restricted areas of an airport/aerodrome;
- d) Drivers and aircraft refueling staff;
- dd) Environmental hygiene service providers' personnel working in restricted areas of an airport/aerodrome.

3. Duration: 8 hours of theory.

4. Duration distribution by subject:

No.	CONTENTS	DURATION
1	Aviation security	1
2	Airport and aerodrome security	2
3	Signs and suspicious and restricted articles	2
4	Responsibilities of the units handling aviation security issues	1
Final examination		2
Total		8

Article 36. Awareness training interval

The entities covered by the aviation security awareness training programs prescribed in this Circular shall be provided with aviation security awareness training within 03 (three) months after the employment contract is signed.

Section 2. RECURRENT TRAINING PROGRAMS

Article 37. Aviation security recurrent training program for flight crew

1. Objective: update learners on essential knowledge of aviation security to handle mission-related aviation security situations.

2. The course is open to flight crew members.

3. Duration: 8 hours of theory.

4. Duration distribution by subject:

No.	CONTENTS	DURATION
1	Aircraft protection	1
2	New conspiracies, methods and tricks of criminal organizations and terrorist organizations	1
3	Security inspection and aircraft search; dangerous articles	1
4	Response to in-flight bomb threat; response to unruly passenger incidents	1

5	Response to illegal aircraft seizure and hostage incidents	1
6	Initial response to administrative violations against regulations on aviation security aboard an aircraft	1
Final examination		2
Total		8

Article 38. Aviation security recurrent training program for airlines' managerial personnel

1. Objective: update learners on essential knowledge of aviation security to handle mission-related aviation security situations.

2. The course is open to the officials recognized by the airlines operating in Vietnam as managerial personnel who has obtained a certificate of completion of the aviation security awareness training course.

3. Duration: 8 hours of theory.

4. Duration distribution by subject:

No.	CONTENTS	DURATION
1	National legislation and International Civil Aviation Organization's standards on aviation security	1
2	New conspiracies, methods and tricks of criminal organizations and terrorist organizations	1
3	National aviation security program, and airline's and airport's aviation security programs	2
4	Establishment of employees' aviation security awareness	1
5	Security emergency and crisis management	1
Final examination		2
Total		8

Article 39. Aviation security recurrent training program for airlines' chief representatives, operations inspectors and managers

1. Objective: update learners on essential knowledge of aviation security to handle mission-related aviation security situations.

2. The course is open to airlines' operations inspectors and managers and chief representatives who have obtained a certificate of completion of the aviation security awareness training course.

3. Duration: 8 hours of theory.

4. Duration distribution by subject:

No.	CONTENTS	DURATION
1	Contents of the airline's aviation security program	2
2	New conspiracies, methods and tricks of criminal organizations and terrorist organizations	1
3	The airline's aviation security assurance measures	1
4	The airline's aviation security emergency plan	1
5	Crisis management	1
Final examination		2
Total		8

Article 40. Aviation security recurrent training program for airlines' ground operators

1. Objective: update learners on essential knowledge of aviation security to handle mission-related aviation security situations.

2. The course is open to ground operators of the airlines operating in Vietnam, who have obtained a certificate of completion of the aviation security awareness training course.

3. Duration: 8 hours of theory.

4. Duration distribution by subject:

No.	CONTENTS	DURATION
1	Responsibilities of the units handling aviation security issues	2
2	New conspiracies, methods and tricks of criminal organizations and terrorist organizations	2
3	Aircraft protection	1
4	Pre-operation inspection of aircraft security	1
Final examination		2
Total		8

Article 41. Aviation security recurrent training program for aircraft ground handling staff

1. Objective: update learners on essential knowledge of aviation security to handle mission-related aviation security situations.
2. The course is open to aircraft ground handling staff at airports in Vietnam.
3. Duration: 8 hours of theory.
4. Duration distribution by subject:

No.	CONTENTS	DURATION
1	Pre-flight security assurance	2
2	New conspiracies, methods and tricks of criminal organizations and terrorist organizations	2
3	Security control of passengers and articles boarding the aircraft	1
4	Inspection of an aircraft's cargo hold	1
Final examination		2
Total		8

Article 42. Aviation security recurrent training program for aircraft repairmen and maintenance technicians

1. Objective: update learners on essential knowledge of aviation security to handle mission-related aviation security situations.
2. The course is open to **aircraft and aircraft equipment repairmen and maintenance technicians**
3. Duration: 8 hours of theory.
4. Duration distribution by subject:

No.	CONTENTS	DURATION
1	Security assurance for maintenance equipment, vehicles, materials and parts	2
2	New conspiracies, methods and tricks of criminal organizations and terrorist organizations	2
3	Procedure against bomb threat involving an aircraft on the ground	2
Final examination		2
Total		8

Article 43. Aviation security recurrent training program for air navigation staff

1. Objective: update learners on essential knowledge of aviation security to handle mission-related aviation security situations.
2. The course is open to:
 - a) Air traffic controllers;
 - b) Aeronautical information officers;
 - c) Communication, navigation and surveillance officers;
 - d) Aviation meteorologists;
 - dd) Aviation search and rescue officers
 - e) Flight dispatchers of airlines.

3. Duration: 8 hours of theory.

4. Duration distribution by subject:

No.	CONTENTS	DURATION
1	Aviation security	2
2	New conspiracies, methods and tricks of criminal organizations and terrorist organizations	1
3	Response to illegal interference in flying aircrafts	1
4	Response to bomb threat	1
5	Alarm and emergency procedure	1
Final examination		2
Total		8

Article 44. Aviation security awareness recurrent training program for providers of air cargo terminal or warehouse operation services

1. Objective: update learners on essential knowledge of aviation security to handle mission-related aviation security situations.

2. The course is open to managers, inspectors and personnel of the providers of air cargo terminal or warehouse operation services.

3. Duration: 8 hours of theory.

4. Duration distribution by subject:

No.	CONTENTS	DURATION
1	New conspiracies, methods and tricks of criminal organizations and terrorist organizations	1
2	Suspicious signs; suspicious and restricted articles	1
3	Cargo security assurance measures	2
4	Aviation security risk management	1
5	Response to aviation security issues	1
Final examination		2
Total		8

Article 45. Aviation security awareness recurrent training program for flight catering companies

1. Objective: update learners on essential knowledge of aviation security to handle mission-related aviation security situations.

2. The course is open to managers, inspectors and personnel of the flight catering service providers.

3. Duration: 8 hours of theory.

4. Duration distribution by subject:

No.	CONTENTS	DURATION
1	New conspiracies, methods and tricks of criminal organizations and terrorist organizations	1
2	Measures for ensuring aviation security of meals	1
3	Response to aviation security issues	1
4	Suspicious and restricted articles	1
5	Handling of bomb threat calls	1
6	Aviation security risk management	1
Final examination		2
Total		8

Article 46. Aviation security awareness recurrent training program for aircraft cleaning service providers

1. Objective: update learners on essential knowledge of aviation security to handle mission-related aviation security situations.
2. The course is open to managers, inspectors and aircraft cleaners of the aircraft cleaning service providers.
3. Duration: 8 hours of theory.
4. Duration distribution by subject:

No.	CONTENTS	DURATION
1	New conspiracies, methods and tricks of criminal organizations and terrorist organizations	1
2	Responsibilities and obligations of aircraft cleaning service providers towards aviation security assurance	1
3	Response to aviation security issues	1
4	Suspicious and restricted articles	1
5	Handling of bomb threat calls	1
6	Aviation security risk management	1
Final examination		2
Total		8

Article 47. Aviation security awareness recurrent training program for airmail service providers

1. Objective: update learners on essential knowledge of aviation security to handle mission-related aviation security situations.
2. The course is open to managers, inspectors and personnel of the airmail service providers.
3. Duration: 8 hours of theory.
4. Duration distribution by subject:

No.	CONTENTS	DURATION
1	New conspiracies, methods and tricks of criminal organizations and terrorist organizations	1
2	Measures for ensuring aviation security of airmail services	1
3	Suspicious and restricted articles; artifices of concealment	1
4	Response to aviation security issues	1
5	Handling of bomb threat calls	1
6	Aviation security risk management	1
Final examination		2
Total		8

Article 48. Aviation security awareness recurrent training program for security guards of air service providers

1. Objective: update learners on essential knowledge of aviation security to handle mission-related aviation security situations.
2. The course is open to security guards of the providers of air cargo terminal or warehouse operation services, flight catering services and aviation fuel; the aircraft and aircraft equipment repair and maintenance companies; and the providers of air navigation services.
3. Duration: 8 hours of theory.
4. Duration distribution by subject:

No.	CONTENTS	DURATION
1	Measures for ensuring aviation security in restricted areas	1
2	New conspiracies, methods and tricks of criminal organizations and terrorist organizations	1
3	Skills in patrol, guard and inspection	1
4	Management and use of combat gears	1

5	Initial response to acts of aviation security breach	1
6	Incident documenting and reporting	1
Final examination		2
Total		8

Article 49. Aviation security awareness recurrent training program for persons regularly working in restricted areas

1. Objective: update learners on essential knowledge of aviation security to handle mission-related aviation security situations.
2. The course is open to:
 - a) Non-aviation service providers' personnel working in restricted areas of an airport or aerodrome;
 - b) Employees of the technical aviation service providers or aviation equipment repair and maintenance companies operating in restricted areas of an airport/aerodrome;
 - c) Operators of aviation vehicle/equipment regularly operating in restricted areas of an airport/aerodrome;
 - d) Drivers and aircraft refueling staff;
 - dd) Environmental hygiene service providers' personnel working in restricted areas of an airport/aerodrome.
3. Duration: 8 hours of theory.
4. Duration distribution by subject:

No.	CONTENTS	DURATION
1	Aviation security	2
2	New conspiracies, methods and tricks of criminal organizations and terrorist organizations	2
3	Airport and aerodrome security	1
4	Responsibilities of the units handling aviation security issues	1
Final examination		2
Total		8

Article 50. Recurrent training interval

1. Flight crew members shall undergo recurrent training once a year.
2. The entities prescribed in Articles 38 - 49 of this Circular shall undergo recurrent training every 03 (three) years.

Section 3. ORGANIZING AVIATION SECURITY AWARENESS TRAINING

Article 51. Textbooks and documents

1. Contents of aviation security awareness training textbooks and documents shall comply with regulations of this Circular and the International Civil Aviation Organization's standards and recommended practices.
2. Aviation security awareness training textbooks and documents shall be managed in the same way as the restricted security documents are managed.

Article 52. Aviation security awareness instructors

1. An aviation security awareness instructor shall satisfy the following standards:
 - a) He/she must obtain a certificate of supplemental training in teaching or a certificate of completion of training course for aviation security instructor awarded by the International Civil Aviation Organization or International Air Transport Association.
 - b) He/she must obtain a certificate of supplemental training in aviation security awareness instructorship specified in Point b Clause 4 Article 9 and have 05 (five) years' experience in the aviation industry.
2. According to the standards specified in Clause 1 of this Article, units shall compile a list of aviation security awareness instructors and submit it to the Civil Aviation Authority of Vietnam.

Article 53. Testing and certification of aviation security awareness

1. The aviation security awareness examination shall include multiple-choice questions, essay or interview. The examination shall be graded on the 0 to 100 scale.
2. The learner who gets at least 80 grades shall be issued with a course completion certificate provided in the Appendix 2 hereof.
3. The aviation security awareness training record includes:
 - a) The final examination result;
 - b) The decision on recognition of course completion issued by the director of the training institution;
 - c) The copy of the course completion certificate.
4. The aviation security awareness recurrent training record includes:
 - a) The final examination result;
 - b) The decision on recognition of course completion issued by the director of the training institution;

Chapter IV

RESPONSIBILITIES OF AGENCIES AND ORGANIZATIONS FOR AVIATION SECURITY TRAINING

Article 54. Responsibilities of Civil Aviation Administration of Vietnam

1. Provide guidance and supervise aviation security force training institutions, relevant units, organizations and individuals in regard to their implementation of this Circular.
2. Inspect the provision of aviation security and aviation security awareness training by aviation security inspector training institutions, aviation companies and units.
3. Carry out international cooperation in aviation security training in Vietnam.

Article 55. Responsibilities of aviation security inspector training institutions

1. Provide aviation security force training and aviation security awareness training as prescribed in this Circular.
2. Compile a list of aviation security force instructors and submit it to the Civil Aviation Authority of Vietnam.
3. Design, update and promulgate aviation security training programs and aviation security awareness training programs as prescribed in this Circular and submit them to the Civil Aviation Authority of Vietnam.
4. Compile and assess aviation security training programs and aviation security awareness training textbooks and documents as prescribed in this Circular.
5. Adopt measures for improving the quality of aviation security training; provide supplemental training and update aviation security instructors on knowledge of aviation security, legal knowledge and teaching skills.
6. Submit a consolidated report on the provision of aviation security training to the Civil Aviation Administration of Vietnam by December 15.
7. Retain the aviation security training records as prescribed by the law on archives.
8. Be subject to inspection and supervision of the Ministry of Transport, Civil Aviation Authority of Vietnam and competent agencies in accordance with applicable regulations.

Article 56. Responsibilities of companies and units for aviation security training

1. Aviation companies and units shall:
 - a) compile a list of aviation security awareness instructors, design aviation security awareness textbooks and submit them to the Civil Aviation Authority of Vietnam.
 - b) internally provide aviation security awareness training;
 - c) send the entities specified in this Circular to aviation security training programs as prescribed;
 - d) retain the aviation security awareness training records as prescribed by the soft law on archives;
 - dd) adopt measures for improving the quality of aviation security training; provide supplemental training and update aviation security instructors on knowledge of aviation security, legal knowledge and teaching skills.
 - e) submit an annual consolidated report on the provision of aviation security training to the Civil Aviation Administration of Vietnam by December 15;
 - g) be subject to inspection and supervision of the Ministry of Transport, Civil Aviation Authority of

Vietnam and competent agencies in accordance with applicable regulations.

2. Companies and units whose aviation security inspectors engage in air transport of dangerous cargo shall provide training in dangerous cargo as prescribed by the law on civil aviation safety with respect to aircraft and aircraft operation.

3. Companies and units that do not have any aviation security training awareness instructors or textbooks shall cooperate with the companies and units that satisfying requirements for instructors and textbooks in organizing aviation security awareness training at the companies and units.

Chapter V

IMPLEMENTATION CLAUSE

Article 57. Effect

The Circular comes into force from January 15, 2018 and replaces the Circular No. 29/2015/TT-BGTVT dated July 29, 2015 of the Minister of Transport on aviation security training.

Article 58. Implementation

Chief of the Ministry Office, Chief Inspector of the Ministry, Director of Civil Aviation Authority of Vietnam, heads of organizations and individuals concerned are responsible for the implementation of this Circular./.

THE MINISTER

Nguyen Van The

APPENDIX 1

SPECIMEN OF THE AVIATION SECURITY SUPPLEMENTAL TRAINING CERTIFICATE
(Promulgated together with the Circular No. 43/2017/TT-BGTVT dated November 16, 2017 of the Minister of Transport)

NAME OF THE CERTIFYING AGENCY (in English & Vietnamese) -----	CỘNG HÒA XÃ HỘI CHỦ NGHĨA VIỆT NAM Độc lập - Tự do - Hạnh phúc -----
CHỨNG CHỈ CERTIFICATE	
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Color portrait photo 3x4 cm (embossed seal)</div>	Chứng nhận ông (Bà): (This is to certify that Mr/Ms)
	Ngày sinh (Birthday)
	Nơi sinh (Birthplace):
	Đã hoàn thành khóa học (Has passed the course of):
	Từ ngày (from)..... đến ngày (to)
	Kết quả (result):
....., ngày (day).... tháng(month) năm (year) 20..	
THỦ TRƯỞNG ĐƠN VỊ CẤP CHỨNG CHỈ (DIRECTOR/ HEAD OF CERTIFYING AGENCY)	
Số đăng ký: Registration No:	

1. The color of the exterior side is white.

2. Interior side:

a) The draft of the certificate is made of hard white paper. The size of the frame is 21.5 x 15.5 cm and its color is sea blue;

b) The phrase “CHỨNG CHỈ” (“CERTIFICATE”) is printed in red while the remaining content is printed in black;

c) In the middle of the certificate: the logo of the training institution/airports company/airline ... (if available) is displayed as a watermark.

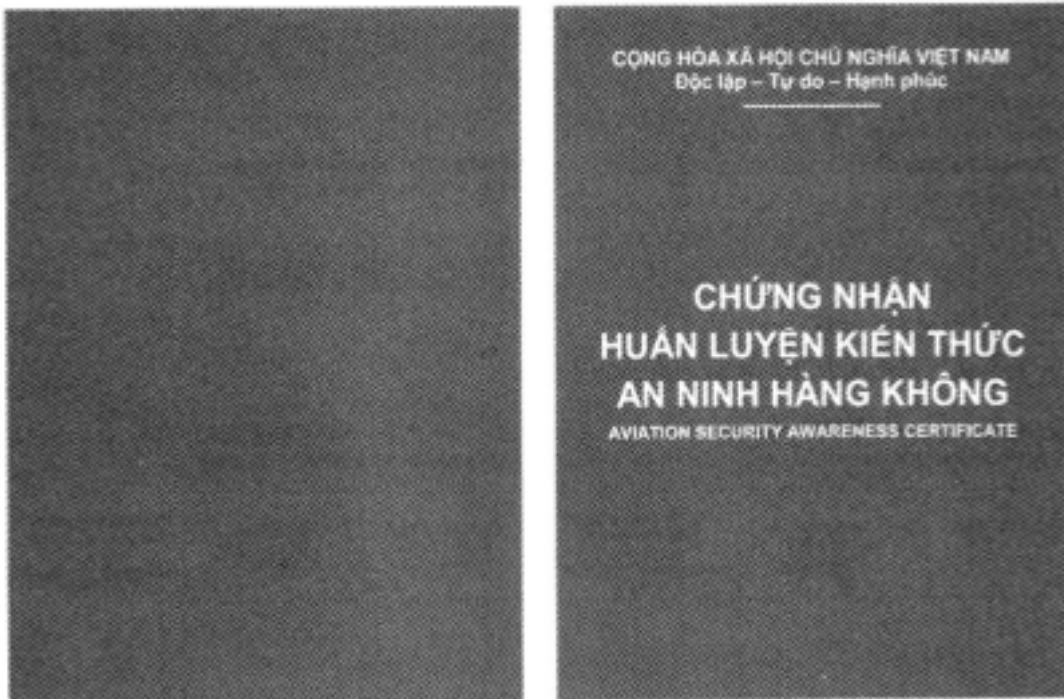
APPENDIX 2

SPECIMEN OF THE AVIATION SECURITY AWARENESS CERTIFICATE
(Promulgated together with the Circular No. 43/2017/TT-BGTVT dated November 16, 2017 of the Minister of Transport)

1. The certificate is made into a booklet. The size of each page is 8.5 x 12.5 cm.

2. Cover page: Imitate leather.

a) Exterior side: Green background (Color mode C: 100; M: 0; Y: 100; K: 0), gold foil prints;



b) Interior side: White back ground, black prints.

3. Certification pages: white background, made from hard paper

a) Page 1: The phrase “CHỨNG NHẬN HUẤN LUYỆN KIẾN THỨC AN NINH HÀNG KHÔNG” (“AVIATION SECURITY AWARENESS CERTIFICATE”) is printed in Vietnamese and English and in red while other letters are printed in black;

<p>CỘNG HÒA XÃ HỘI CHỦ NGHĨA VIỆT NAM Độc lập - Tự do - Hạnh phúc -----</p> <p>CHỨNG NHẬN HUẤN LUYỆN KIẾN THỨC AN NINH HÀNG KHÔNG AVIATION SECURITY AWARENESS CERTIFICATE</p> <p>Số/No:.....</p>

<p>THỦ TRƯỞNG ĐƠN VỊ CẤP CHỨNG NHẬN DIRECTOR OF.....</p> <p>Ngày cấp: Date of issue</p> <p>Chữ ký và đóng dấu: Signature and stamp</p>



Họ tên/Full name:

Ngày sinh/Date of birth:

Chức vụ / Designation:

Tổ chức/Organization:.....

.....

1

Chứng nhận này gồm 8 trang
This certificate contains 8 pages

8

b) Pages 2, 3, 4, 5, 6, 7 and 8: Black prints.

CÁC KHÓA HUẤN LUYỆN KIẾN THỨC:

AWARNNESS TRAINING COURSES

CHƯƠNG TRÌNH HUẤN LUYỆN COURSE TITLE	THỜI GIAN HUẤN LUYỆN PERIOD	THỦ TRƯỞNG ĐƠN VỊ HUẤN LUYỆN KÝ, ĐÓNG DẤU SIGNATURE OF DIRECTOR and stamp

2

CÁC KHÓA HUẤN LUYỆN KIẾN THỨC:

AWARNNESS TRAINING COURSES

CHƯƠNG TRÌNH HUẤN LUYỆN COURSE TITLE	THỜI GIAN HUẤN LUYỆN PERIOD	THỦ TRƯỞNG ĐƠN VỊ HUẤN LUYỆN KÝ, ĐÓNG DẤU SIGNATURE OF DIRECTOR and stamp

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CÁC KHÓA HUẤN LUYỆN KIẾN THỨC:

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CHƯƠNG TRÌNH HUẤN LUYỆN COURSE TITLE	THỜI GIAN HUẤN LUYỆN PERIOD	THỦ TRƯỞNG ĐƠN VỊ HUẤN LUYỆN KÝ, ĐÓNG DẤU SIGNATURE OF DIRECTOR and stamp

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