

Date:

Staff Name:

Supervisor's Name:

Duty Location:

Area of Training: Access Control Persons/Vehicles

Requirements	Acceptable	Unacceptable	Remarks
Confidence in controlling the access control point			
Ability in testing and operating the access control equipment			
Verification of passes/tickets to confirm access authority			
Alertness and Courtesy			
Completeness of log entry			

Date:

Staff Name:

Supervisor's Name:

Duty Location:

Area of Training: Metal Detection (WTMD/HHMD)

Requirements	Acceptable	Unacceptable	Remarks
Alertness			
Control flow of people to avoid congestion at the WTMD			
Monitoring and responding to WTMD alarm			
Identify people who require secondary search (both those who alarm and those randomly selected)			
Obtaining/asking consent to conduct search			
Ensuring person empties all metal objects for x- ray screening			
Directing and controlling persons through WTMD and ensuring person is not holding/carrying items			
Performing systematic method of screening using HHMD			
Responding to HHMD alarm			

Courtesy			
Follow-up action on detection of threat item			

Date:

Staff Name:

Supervisor's Name:

Duty Location:

Area of Training: Physical Search of Persons

Requirements	Acceptable	Unacceptable	Remarks
Systematic search of person			
Asking for consent to conduct search			
Detection and investigation of objects on the person			
Alertness and courtesy			
Follow-up action upon detection of threat item			

Date:

Staff Name:

Supervisor's Name:

Duty Location:

Area of Training: Physical Search of Bags

Requirements	Acceptable	Unacceptable	Remarks
Identify correct bag to be searched			
Ensure presence of owner of the bag during search			
Asking for consent to conduct search			
Systematic method of search			
Completeness of search			
Caution to avoid sharp objects/breakage/damage			
Special attention to wrapped items, electronics, bottles, containers etc.			
Maintaining control of bag during search			
Speed			

Alertness			
Courtesy			
Response action upon detection of threat item			

Date:

Staff Name:

Supervisor’s Name:

Duty Location:

Area of Training: X-ray Screening

Requirements	Acceptable	Unacceptable	Remarks
Alertness			
Logging on and off			
Image processing/interpretation			
Speed (performing image analysis in a timely manner)			
Coordination with baggage searcher			
Image classification criteria (obvious threat/possible threat/no threat)			
Response action upon detection of threat item			
Engaging non-screening activities which divert attention: reading newspapers, talking on			

mobile phone, engaging in conversation etc.			
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Date:

Staff Name:

Supervisor's Name:

Duty Location:

Area of Training: ETD

Requirements	Acceptable	Unacceptable	Remarks
Asking consent to conduct examination of bag with courtesy			
Use of correct sampling technique			
Maintaining control of bag			
Completeness of log entry			
Response action upon detection of threat			