WAA’s Security Policy Statement

Airport security is one of the major cornerstones of Winnipeg Airports Authority (WAA). As the Airport Operator, WAA has the overall responsibility for the management, coordination, integration and implementation of the airport’s security program and initiatives. Airport security requires the participation and involvement of many stakeholders (airport operators, air carriers, CATSA, police, tenants) working in a collective partnership to ensure a comprehensive and integrated approach to airport security. WAA provides a lead role in planning and coordinating security activities with all partners and stakeholders in an effort to promote a proactive, risk driven and multi-layered security program.

This approach enables Winnipeg’s airport community to proactively adapt to ever changing security threats and ensures that an effective and efficient security posture is continually maintained while mitigating operational impacts and providing positive stakeholder and customer experiences.

Airport Security Program - Legislative Requirement

Canadian Aviation Security Regulations 2012, Part 4, Division 9, Section 191(2)(f) states:

As part of its airport security program, the operator of an aerodrome must
(f) establish and implement a security awareness program that promotes a culture of security vigilance and awareness among the following persons:
(i) persons who are employed at the aerodrome
(ii) crew members who are based at the aerodrome, and
(iii) persons, other than crew members, who require access to the aerodrome in the course of their employment.

Canadian Aviation Security Awareness Program (CASAP)

The Canadian Aviation Security Awareness Program is one component of the Airport Security Program.

Through a proactive approach, the Canadian Aviation Security Awareness Program was created and is mandatory for all airport employees. In Winnipeg, the course is delivered via WAA’s on-line training portal.
Individuals must take the on-line course to gain knowledge that will allow them to contribute to the safety and security of Winnipeg Richardson International Airport. Test questions are also administered to verify understanding of the course material.

COURSE DESCRIPTION

The course is an interactive e-learning, computer-based program with video and photos developed jointly by Class I partner airports to ensure a national look and feel.

The program consists of two distinct components:
1. CASAP National (Canada-wide module)
2. Security Awareness for YWG (site specific module)

It is mandatory that all airport employees complete both modules.

COURSE OBJECTIVES

Upon completion of the course, the employee shall:

- Describe the concept of Security Awareness
- Understand the legislative framework
- Describe the airport environment
- Understand the Airport Security Program
- Explain their role in the security team
- Understand incident response

The course includes:
- Introduction
  - A brief history of terrorism
    - Hijackings
    - Air India
    - Pan Am
    - 9/11
  - Terrorist tactics and current threats to airports, aviation security (overview)
- Overview of the Airport Security Program
  - History of security program development
  - Overview of aim and structure
- Overview of regulations
  - Act/regulations/Measures
  - Tenant security
  - Transportation Security Clearances
• Roles, responsibilities & expectations
  o Reasons for following the rules
  o Requirement for security vigilance
  o Partners in security
  o Need and right
  o Human factors involved in security
  o Requirement to report suspicious items, persons, etc.
  o Monitoring and patrols – resources available

• Security Information
  o Secure areas
    ▪ Restricted
    ▪ Sterile
    ▪ Isolation areas (passenger, baggage, aircraft)
  o RAIC System
    ▪ RAICs
  o Vehicle identification
  o Access controls
    ▪ Employee access
    ▪ NPS
    ▪ PBS
    ▪ Restricted area escort requirements
  o Physical security
    ▪ Barriers, signage, systems
    ▪ Key, access cards, door code control
  o Prohibited items - recognition of items
  o Incident response

REFERENCES/AUTHORITIES
  ▪ Aeronautics Act
  ▪ Canadian Aviation Security Regulations, 2012

DELIVERY METHOD
  ▪ Computer based e-learning course
    o training is hosted on WAA’s e-learning management system

INTENDED AUDIENCE
  ▪ Persons employed at the aerodrome, new employees prior to receiving a RAIC, Aircrew who are based at the aerodrome, and others who require access to the aerodrome in the course of their employment.
Canadian Aviation Security Awareness Program (CASAP) User Guide

TESTING METHODS
Online questions and scenarios throughout the course

PREREQUISITES
A requirement to apply for a RAIC

Implementation Process:

1. Identification of each Airport Company’s signing authority (or security designate) as the Facilitator for each Company to be imported into the e-Learning training database.
2. Identification of all Restricted Area Identity Card (RAIC) holders to be imported into the e-Learning training database.
3. Company Facilitators will be provided with instructions on granting access to their employees to complete the e-learning modules.
4. Once completed, the individual may print or e-mail a Certificate of Completion.
5. A record of successful completion of the modules is recorded in the database.

Questions & Answers:

Q: How do I get started?
A: Your Company Facilitator will provide you with the Internet web-site address, your Username and Password.

Q: What if I don’t have access to a computer?
A: You can access a computer in the Airport Pass Office located in Room 1162 of the Airport Terminal Building during regular business hours.

Q: What happens if I do not take the training?
A: The Canadian Airport Security Awareness Program is a requirement under Canadian Aviation Security Regulations 2012, Part 4, Division 9 section 191(2)(f). It is, therefore, mandatory that you complete the program. Failure to do so will result in your RAIC security access being deactivated and you would be unable to work at the airport.

Q: How long does it take to complete the modules?
A: Approximately 30 to 60 minutes. It will depend on the employee’s knowledge of the airport environment.
Q: What if I get interrupted during the training and can’t complete the module at that time?
A: You can log back in and resume training where you left off in the module.

Q: What happens if I fail the tests?
A: If an individual answers a question incorrectly, the program allows them to go back to that section to review the topic and then answer the question with the correct response. You will not be able to complete the course unless you have answered all questions correctly.

Q: How do I obtain a copy of my Certificate of Completion?
A: A user can view their certificate by clicking the red PDF icon, shown in attached image. A user can save their certificate by right clicking the red PDF icon then clicking "Save As..." Once a user has the certificate saved to their computer they can print it, upload it to drop-box, or email it, basically anything you can do with any normal document.
Q: If I transfer from another Canadian Airport, do I have to redo the training?
A: Yes, you would be required to retake the National Program as well as the Winnipeg Site Specific Training Module.

Q: Will I have to take the security awareness course again?
A: Yes, recurrent training is required every 3 years or in the event an individual is involved in a security incident.

TAKING THE TRAINING

Go to www.waa.protraining.com

Your first screen is the Login screen for the Online Testing Centre.

Your company Facilitator will provide you with your username and password.
Once you have successfully logged in, select ‘Start Your Training or Exam’.

In subsequent sessions you can also click on ‘View your Training History’ or ‘Edit your Account’ if you so choose.
Click ‘Start’. This takes you to the course selection page.
Click on ‘CASAP National’ to select the national program. This is the course that is common to all Canadian airport workers.

Please note that once you complete the national course you must return to this page and select the ‘Security Awareness for YWG’ course. Both courses are mandatory for all airport workers in Winnipeg.
You can now start your course by clicking on the orange button.
Click the orange button to continue. Navigation of the course will be explained when you begin.
You may stop the course at any time if need be. It is recommended the course be taken in one session but if you are interrupted or don’t have enough time to complete it you can close the program and return to it later. Simply close your browser and when you are ready to continue return to www.waa.protraining.com.

After logging in and selecting the course again, click on the blue button (Start where you left off). This will take you to the last page you were on when you closed the program.
At the end of the course, click on the ‘ASSESSMENT’ button to start the exam.
If during the assessment you get an incorrect answer you should review the pertinent course material by clicking on the ‘REVIEW’ button.
After reviewing the material, click on the ‘View Modules’ button.
Click on the ‘Wrap Up’ button, then the ‘Assessment’ button in the following window to return to the question and submit another answer.
When all questions have been answered correctly you have completed the quiz for this module. Click ‘OK’.

Now that this module is complete it’s time to take the ‘Security Awareness for YWG’ module.
Click the blue arrow button to proceed.
As with the first module, when you have completed the course material, click ‘ASSESSMENT’ to take the quiz. When complete, log out to end the session.
After completing the quiz, click ‘OK’.

Congratulations! You have completed your mandatory training. You can now print or save a copy of your certificate.
Click on the ‘**Issued**’ button to open and print / save your certificate.

When done, log out and you’re complete!