

**Regulated Agent Regime –
Sample Internal Security Awareness Training Record Form**

1. This document serves as a sample record form for internal security awareness training to be conducted by the regulated agent (RA) to satisfy the requirements stipulated under Part II, Section 5 of their Regulated Agent Security Programme (RASP). Please tick (✓) the box(es) as appropriate.
2. **The use of this sample form is not mandatory. RAs may design their own training record form in accordance with the requirements as specified in the RASP, as they see fit.**
3. The internal security awareness training shall be conducted in accordance with the interval specified by the RA in their RASP. The training record shall be maintained for at least 3 years for inspection by the Civil Aviation Department (CAD).

Part I – Basic Information

1. Company Name: _____ RA Code: _____
2. Intended training frequency of recurrent training indicated in RASP: _____
3. Name of trainer: _____
4. Post title of trainer: _____
5. Signature of trainer: _____
6. The trainer is: the Nominated Person (NP) for Cargo Security; or
 other trainer with equivalent qualification
7. The trainer has completed an RAR training programme acceptable to CAD / passed the Revalidation Test on: _____ (DD/MM/YYYY)

Part II – Training Attendance

Date of Internal Security Awareness Training: _____ (DD/MM/YYYY)

Name of Trainees	Post Titles of Trainees	Signature of Trainees

Part III – Type and Contents of Training

Type of Delivery: Face to face Virtual Others, please specify: _____

Training Materials used:

- Company's RASP;
- Handling Procedures for RA;
- Notices to RAs; and
- Materials of the training programme from the training institutes acceptable to CAD