Known Consignor (KC) Validation Scheme –
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 KC to satisfy the requirements stipulated under Part II, Section 9 of their KC Security Programme (KCSP). Please tick (✓) the box(es) ☐ as appropriate.

2. **The use of this sample form is <u>not mandatory</u>. KCs may design their own training record form in accordance with the requirements as specified in the KCSP, as they see fit.**

3. The internal security awareness training shall be conducted in accordance with the interval specified by the KC in their KCSP. The training record shall be maintained for at least 2 years for inspection by the Civil Aviation Department (CAD).

Part I – Basic Information

1. Company Name: _____ KC Code: _____

2. Intended training frequency of recurrent training indicated in KCSP: _____

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 a KC training programme acceptable to CAD 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 KCSP;
- Handling Procedures for KC;
- Notices to KCs; and
- Materials of the training programme from the training institutes acceptable to CAD