

## SCREENER (S5)

### JOB PURPOSE & SPECIFIC RESPONSIBILITIES

- Access Control of all persons (with their belongings) entering into cargo ware house through Cargo Warehouse Entry gates. (anti sabotage)
- Access Control of Vehicles entering into cargo ware house through Cargo Warehouse Entry gates. (anti sabotage)
- Checking of all persons and their belongings while leaving ware house through Cargo Warehouse Exit gates (anti-theft)
- Checking of all vehicles leaving ware house through Cargo Warehouse Exit gates (anti-theft).
- Reporting of any un-towards incident/event taking place at gates to their immediate seniors/Supervisors for suitable action
- Disarming of Private Security staff accompanying civil security company vehicles entering into Cargo ware house for collection of valuables and HUM from Ware house
- Guarding of cargo at outgoing cargo area after matching their House Airway Bill No, Master Airway Bill No and No of pieces mentioned in Airway Bill.
- Guarding of valuable rooms at the ware house.
- Checking & Documentation of valuable cargo while depositing in to the valuable room /withdrawal from valuable room.
- Supervising unitization/loading of cargo at ware house (inside) and cargo docking area.
- Affixing security seals & stickers after screening and surveillance over the screened Cargo at SHA.
- Proper handling and maintaining record of security seals and stickers used.
- Checking and Testing of screening equipment. Daily CTP test of X-BIS machine and maintenance of its records in CTP Register for audit/inspection purpose. Calibration of Explosive Detection Systems equipment.
- X ray Screening of cargo at cargo screening enclosures after proper checking of documents and maintenance of records.
- Physical check of required percentage of Cargo and of doubtful cargo and maintenance of their records.
- Carrying out checks using Explosive Detection Systems using ETD/EVD as per prescribed norms and maintenance of records.
- Immediate reporting of detection of any suspicious cargo while screening to the supervisory officer.
- Reporting of screening equipment faults - if any, to the Duty Manager and get the same rectified from the authorized service engineers.
- Maintenance of Cooling Off Register for odd cargo and release them for palletization / loading after 24 hrs cooling off after subjecting such cargo through an EDS and maintain records of the same.
- Checking of live animals with HHMD (Screening of Cage) and clearance thereof for loading of same in flight.

- Screening of HUM after verifying proper documents.
- Screening of DG as per their classification and maintenance of records.
- Reporting of DG items when not declared and packed with non-DG cargo and ensure such cargo are not cleared for loading in flights.
- Ensure proper documentation of all activities carried out at the Screening point and maintain appropriate Registers.
- Carry out any other jobs assigned by Supervisory officers.

### **EDUCATIONAL QUALIFICATIONS**

Desirable graduation level, not below 10+2

### **RELEVANT EXPERIENCE**

- Must have cleared Basic AVSEC Course and XBIS Certification course (conducted by BCAS) successfully.
- Minimum 1 year of experience as screener at Airport

### **PERSONAL CHARACTERISTICS & BEHAVIOURS**

- Security personnel must demonstrate a high standard of civility, deportment, appearance and sobriety as well as offer the public all appropriate courtesies.