

Guidance Notes on Regulated Agent Regime Aviation Security Awareness Training for Cargo Operation Staff of Regulated Agent and Airline Operator

1. Objective of cargo security
 - To prevent any cargo containing unauthorized explosive or incendiary device from being carried on board passenger flights
2. International and local requirements on aviation security
 - Annex 17 of the International Civil Aviation Organisation
 - Security Manual for Safeguarding Civil Aviation Against Acts of Unlawful Interference of the International Air Transport Association
 - Security Programme
 - a. Hong Kong Aviation Security Programme
 - b. Airline Operator Security Programme / Regulated Agent Security Programme (where appropriate)
3. Key parties of regulated agent regime
 - 3 main parties of the regime (airline operator, regulated agent and known consignor)
 - Definition of known consignor and regulated agent
 - Recognition of known consignor
 - Responsibilities of regulated agent and airline operator
4. Known cargo and unknown cargo handling procedures
 - Classification of known and unknown cargo
 - Procedures for handling known and unknown cargo
 - Use of known consignor and regulated agent codes
5. Exempted items
6. Handling procedure of cargo designated for carriage on cargo-only-aircraft
7. Types of security control
 - x-ray screening, hand searching, simulation chamber, holding & other acceptable means.
8. Record system
 - Required documents
 - Length of keeping
9. Protection of security integrity of cargo
 - Physical measures
 - Access controls
 - Transportation
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10. Contingency Planning
 - Action on cargo that do not pass through security control (e.g. inform police)discovery of a suspicious article
 - Action on cargo that is suspected to have been tampered with (e.g. return shipment, inform shipper)
11. Quality assurance and inspections