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Civil Aviation Department

機場安全標準部 Airport Standards Division

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Notice to Regulated Agents

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Update on Regulated Agent Security Programme

This notice serves to remind Regulated Agents (RA) of the requirement for updating their Regulated Agent Security Programme to reflect the changes in their operations in relation to the Regulated Agent Regime (RAR).

2. The RAR has been in operation for more than 3 years. Since its implementation there had been various changes in the requirements and cargo handling procedures.

3. The Regulated Agent Security Programme (RASP) is the document that lays down details of cargo operations of each RA for compliance with the RAR. It also serves as a reference document to its staff hence it should be updated regularly to reflect the prevailing operation of the RA.

4. To assist RA to review their RASP, this Department has prepared a set of guidelines which details the aspects that each RA should address in its programme. These guidelines can be downloaded from the Civil Aviation Department web site www.info.gov.hk/cad. RA could review their RASP based on the guidelines and make the necessary amendments. This Department will contact the RA in 6 months' time to check the currency of the RASP.

5. There are certain changes of a RA that are critical to the operations of the RAR, especially the removal of warehouse, change of warehouse contractors and alteration in cargo operations procedures. If any RA makes such changes, it should notify this Department and provide the related information immediately and update its RASP accordingly. Since such aspects are critical information leading to the RA's registration, failure to report the changes of them may lead to suspension of registration.

6. Should you have any question about this notice, please contact Ms Alice CHIU, Safety Officer on 2182 1215 or Mr. Matthew IP, Senior Safety Officer on 2183 1248.

(Matthew IP)
for Director-General of Civil Aviation