



民航處 **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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Training on Regulated Agent Regime

This notice serves to advise the Regulated Agents of this Department's intention to impose a training requirement on the Regulated Agents in 2005.

2. The inspections conducted by this Department revealed that many deficiencies made by Regulated Agents were caused by lack of full understanding on the requirements of the RAR. In some cases some Regulated Agents misinterpreted the requirements.

3. Consultations were made with the industry representatives including HAFFA and CLG to identify ways to enhance security standards in cargo industry. It was finally agreed that a training programme should be introduced to ensure the quality of performance and compliance with the requirements of RAR.

4. To this end this Department will, commencing from 1 January 2005, impose a requirement whereby each Regulated Agent, as a condition of registration as a Regulated Agent, shall have its staff received training on RAR. The implementation of this requirement will be based on the following schedule:

- a) Commencing from **1 January 2005** each Regulated Agent shall at any time have at least **one** staff member attended a training programme acceptable to the Civil Aviation Department.
- b) Commencing from **1 January 2006** each Regulated Agent shall at any time have at least **two** staff members attended a training programme acceptable to the Civil Aviation Department.

5. For new applicants to register as Regulated Agents after 1 January 2005, they will be required to demonstrate to this Department upon submission of applications that they have arranged their staff to attend the training to comply with the requirements in paragraph 4 above. The agent will be required to submit to this Department within **3 months** after they have been accepted for registration the relevant training certifications for their staff. Notwithstanding the above, it is strongly recommended that the agents should arrange their staff to complete the training before their applications as this will help them to prepare and implement their Regulated Agent Security Programmes.

6. Regulated Agents who have their trained staff left their companies should arrange training for their replacement staff to comply with the requirements in paragraph 4 **within 3 months** after the departure of the trained staff.

7. It is expected that upon completion of their training the trained staff will brief their respective staff carrying various tasks involving RAR and oversee their compliance.

8. All training carries a validity of three years. Regulated Agents shall arrange their staff to attend refresher training.

9. Regulated Agents shall maintain training records and present to this Department if requested.

10. To date this Department has accepted a training programme jointly developed by the airlines and the Hongkong Association of Freight Forwarding and Logistics Ltd. (HAFFA). The organiser has programmed to hold a series of courses and a schedule is shown at Annex 1. Regulated Agents which are interested to attend the courses could contact the organiser direct for enrolment. Meanwhile a few organisations have indicated interests to this Department in running similar programmes. This Department will promulgate details of the approved programmes once they are endorsed.

(Matthew IP)
for Director-General of Civil Aviation

Cargo Security Training (Regulated Agent Regime) Course

- Organiser:** Hong Kong Association of Freight Forwarding and Logistics (HAFFA) / Carrier Liaison Group (CLG)
- Course duration:** One full day
- Course Fee:** \$980 per participant (inclusion of course materials, briefing kit and lunch)
- Venue:** Hong Kong Scout Centre, 8 Austin Road, Tsim Sha Tsui

Course Schedule

Month	Day
March 2004	4, 9, 11, 15, 17, 19, 22, 29, 31
April 2004	14, 16, 20, 22*, 26, 28, 30
May 2004	3, 5, 7, 11, 13, 17, 19, 21, 24, 28, 31
June 2004	2, 4, 7, 9, 11, 14*, 16, 18, 23, 25, 28, 30

All class will be taught in Cantonese except those marked by asterisk (*) which will be taught in English.

Registration procedure: please visit website <http://www.haffa.com.hk>