



民航處 Civil Aviation Department

機場安全標準部 Airport Standards Division

香港大嶼山香港國際機場暢航路一號客運大樓 6T067 室

Rm. 6T067, Passenger Terminal Building, 1 Cheong Hong Road, Hong Kong
International Airport, Lantau, Hong Kong

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Updated Handling Procedures for Regulated Agent Regime (RAR) – Sixth Edition

1. This notice serves to promulgate the updated procedures for cargo handling.
2. This Department issues the standardised cargo handling procedures as guidance to consignors, cargo agents, cargo terminal operators and airlines for meeting the requirements of the Regulated Agent Regime. The procedures have been updated recently.
3. Distribution of the updated procedures is on a restricted basis and limited to the Regulated Agents. The document can be downloaded from our website ([http://www.info.gov.hk/cad/application/RAR- Handling Procedures\(E\).pdf](http://www.info.gov.hk/cad/application/RAR- Handling Procedures(E).pdf)) and can be opened by the password which will be distributed to the Regulated Agents separately. Changes in the procedures are highlighted by vertical lines on the right hand side against the amended text. The main changes made in the updated procedures are the addition of the procedures for Air Waybill assignment :
 - (i) between RAs (Sections 4.2) and
 - (ii) between RA and non-RA(Section 4.3).

The rest are only editorial changes and standardization of terms.

4. Regulated Agents shall ensure that their staff are fully familiarised with these procedures. They are also required to amend their security programme should any of the additional procedures be applicable to their current cargo handling operations.

(Matthew IP)
for Director-General of Civil Aviation