



Notice to Regulated Agents 1/2024

Reminders of Regulated Agent Regime Requirements on Common Issues Observed

This notice serves as a reminder to all Regulated Agents (RAs) on the requirements of [RA Security Programme \(RASP\)](#) and the [Handling Procedures for RA Regime \(RAR\)](#) on consignment documentations, contractors' declarations, job application form template, and regular self-assessment in addition to those reminders recapped in Notice to RAs [1/2022](#) and [1/2023](#), in view of the common issues observed in the course of regulatory oversight by the Civil Aviation Department (CAD).

[Note: RAs can access to the Notice to RAs 1/2022 and 1/2023, *RASP* and *Handling Procedures for RAR* in full via the links provided above.]

Consignment Documentations

Shipper's Letter of Instruction (SLI)

2. The CAD observed that some RAs **failed to maintain SLI for every consignment of air cargo, or did not ensure the information provided in the SLI were accurate or duly completed**. RAs are reminded that the SLIs shall contain at least the nature or content of the consignment, quantity of the consignment (including weight, number of packages, dimension / volume) and the information of the consignor and consignee as required in the *Handling Procedures for RAR Part A Section 2.2*.

Form of Undertaking for Inter-RA AWB Handling (FoU)

3. It was noticed during the inspections that some RAs **had not updated the FoU template** that the option of security status "SCO", which has been obsoleted since March 2021, still appeared. RAs are reminded to ensure that the FoU shall be lodged as per the *Handling Procedures for RAR Part A Section 3.2* when engaging in inter-RA Air Waybill (AWB) assignment. The AWB assignee RA shall select the correct security status for tendering known (SPX) or unknown (UNK) cargo, sign the Form by the Person-in-Charge or Nominated Person for Cargo Security, and lodge the FoU to the AWB assignor RA before date of flight. The template of the FoU can be found in the *Handling Procedures for RAR Annex 4c*.

Regulated Agent Aviation Security Declaration for Inter-RA Handling (RAASD)

4. Some RAs **failed to lodge new RAASD** to partnering RAs **after relocating to new addresses**. RAs shall lodge the RAASD for inter-RA handling as per the *Handling Procedures for RAR Part A Section 3.1 and 3.2*. Since the declaration is a one-time statement for a specific address, RAs are reminded to timely update their partners whenever there is any change to the company address, and to honour the declarations including immediately notifying the partnering RA once its RA status is removed from the CAD Register. The template of the RAASD can be found in the *Handling Procedures for RAR Annex 4a*.

Warehouse and Transportation Contractor Declarations

5. The CAD also observed that some RAs **failed to renew the Warehouse and/or Transportation Contractor Declaration every two years or retain the original copy of the declarations**. RAs shall ensure that the declarations are duly completed as required by the *RASP Part II Section 8.1(c)(v) and Section 9.1(c)(v)*. RAs are reminded to provide the latest declaration template to their warehouse and transportation contractors, where applicable, every two years and retain the originals with copies provided to the contractors. If there is any third party involved in the warehouse or transportation service provided to the RA, i.e. a sub-contractor, the third party shall also sign the applicable declaration with the RA. The contractor declarations are available at the CAD website:

<https://www.cad.gov.hk/english/newrarform.html>

Job Application Form Templates

6. The requirement on recurrent background check on existing staff members have been incorporated in *RASP Part II Section 11*, and RAs are required to include the corresponding requirement in accordance with *RASP Part II Section 11(a)(iii)* in the job application form. The CAD observed that some RAs **had not updated their job application form template accordingly**. RAs are reminded to ensure the instructions and declarations required in *RASP Part II Section 11(a)(i) to (vi)*, particularly *11(a)(iii)*, where the job applicants shall agree to provide as soon as reasonably any updates to the education and employment history and criminal conviction record, and to provide such information to the company when required for the purpose of conducting recurrent background check, for the company's assessment on continuation of discharge of work duties.

Regular Self-Assessment

7. RAs are reminded to conduct self-assessment **at least once every two years** and **maintain the record for three years** for inspections by the CAD as required by *RASP Part II Section 13(a)*. The self-assessment checklist assists RAs in identifying any internal deficiencies or security procedures that are not being properly implemented or that may require enhancement with respect to the RAR. RAs should **complete the self-assessment with due effort based on the actual circumstances and practices** to best reflect the compliance against *RASP, Handling Procedures for RAR*, notices and any other directions given from time to time by CAD. The template of the self-assessment checklist is available at the CAD website:

<https://www.cad.gov.hk/english/newrarform.html>

Enquiries

8. For enquiries, please contact the CAD at 2910 6880 during office hours (09:00 – 12:00; 14:00 – 17:00) daily, except Saturday, Sunday and public holidays.

25 April 2024
Aviation Security Section
Airport Standards Division
Civil Aviation Department