



**Application for Registration as
Regulated Air Cargo Screening Facility
for Off-airport Air Cargo Screening**

**Civil Aviation Department
The Government of the Hong Kong Special Administrative Region**

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Part I - Application Notes

Section 1 - General Information

- (1) Any entity (Regulated Agent (RA), warehouse operator or any other entity) which intends to operate off-airport X-ray screening facility for screening air cargo may apply for acceptance by Civil Aviation Department (CAD) to become a Regulated Air Cargo Screening Facility (RACSF).
- (2) Applicant should read this part carefully for guidance on the completion of Part II – RACSF Security Programme (SP).
- (3) Applicant must complete all applicable parts in block letters using black or blue pen if the form is completed by hand.
- (4) Please tick in the appropriate box.
- (5) No fee will be charged for the application for registration as an RACSF.
- (6) The processing time counted from the date of receipt of ALL required documents for the application is 14 working days.
- (7) Completed application form, together with required documents shall be submitted to Aviation Security Section, Airport Standards Division, CAD by one of the following methods:-

by mail to Level 5, Office Building, Civil Aviation Department Headquarters, 1 Tung Fai Road, Hong Kong
 International Airport, Lantau, Hong Kong SAR

by fax to 2362 4257

by e-mail to racsf@cad.gov.hk.

Section 2 - Special Information

- (8) Registration of RACSF is site-specific. Application should normally be made by the actual operator of the screening site. For example, if the RACSF is to be operated by a shared warehouse operator serving multiple RAs, the application should be made by the warehouse operator instead of by the client RAs. If the RACSF is a self-provided warehouse of an RA, the application should be made by the RA. If an operator intends to operate screening facility at more than one site, he /she is required to file separate applications to CAD for acceptance of each of these sites.
- (9) Applicant shall obtain a copy of “Technical Requirements for X-ray Equipment” and “Requirements for Security Screening Equipment/Systems – Explosive Trace Detectors (ETD)”, whichever is applicable, from CAD by submitting a written request to racsf@cad.gov.hk.
- (10) CAD may not be able to process the application before all necessary documents are received by CAD.
- (11) The requirements and measures as described in this document are for fulfilling CAD’s security requirements for air cargo exported from Hong Kong. Applicant is reminded to check with respective aircraft operators (airlines) for specific requirements, if any, of other jurisdictions / countries to which the export cargo are tendered.
- (12) Any alternative means to satisfy the requirements set out in Part II – RACSF SP or any additional information about the application shall be provided / explained in separate sheets for consideration by CAD.
- (13) Anyone, while having dealings of any kind with the CAD, should not offer advantage to the CAD officers, or else he may commit an offence under section 4(1) and/or section 8 of the Prevention of Bribery Ordinance (Chapter 201 of Laws of Hong Kong), and be liable to a maximum penalty of a fine of \$500,000 and imprisonment for 7 years.

Section 3 - Data Privacy

(1) Purpose of Collection

The personal data provided by means of this form, including all the supporting documents included in the application, will be used by CAD for the following purposes:

- a. Processing of your application in this form;
- b. Carrying out relevant provisions of the Aviation Security Ordinance (Chapter 494) and its subsidiary Regulations;
- c. Assisting in the enforcement of any other Ordinances and Regulations by other Government Bureaux and Departments;
- d. For communication purposes between CAD and yourself;
- e. For validation and verification of authenticity of your supporting documents in association with the application;
- f. For statistics and research purposes on the condition that the resulting statistics or results will not be made available in a form which will identify the data subjects.

It is obligatory for you to supply the personal data as required in this form. If you fail to supply the required data, we may not be able to process your application.

(2) Classes of Transferees

Once registered as a RACSF, the company name, RACSF Code, site address of RACSF and Business Registration Certificate Number may be provided to aircraft operators (airlines) or their agents (e.g. cargo terminal operators) for verification upon cargo acceptance. The company name and RACSF Code will also be published to the public for information.

All data including the personal data you provided by means of this form may be disclosed to:

- a. Other Government Bureaux and Departments for the purposes mentioned in paragraph 1 above;
- b. Other Contracting States of the International Civil Aviation Organisation and Civil Aviation Authorities for the purposes mentioned in paragraph 1 above;
- c. Other organisations or agencies for execution of their duties as required by CAD.

(3) Access to Personal Data

You have a right of access and correction with respect to personal data as provided for in Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided by this form.

(4) Enquiries

Enquiries concerning the personal data collected by means of this form, including the making of access and correction, should be addressed to:

Aviation Security Section, Airport Standards Division, Civil Aviation Department, Level 5, Office Building, Civil Aviation Department Headquarters, 1 Tung Fai Road, Hong Kong International Airport, Lantau, Hong Kong SAR.

Part I - Application Notes

Section 4 - Application Process

To cater for applicants with different degree of readiness, two application processes are available as below:

(a) Route A: X-ray equipment has not been acquired

Step 1: Obtain technical requirements for X-ray equipment: The applicant shall obtain a copy of "Technical Requirements for X-ray Equipment" from CAD by submitting a written request to CAD at racsf@cad.gov.hk.

Step 2: Submission of application: The applicant shall complete the application form and submit all required documents except the documentations relating to X-ray equipment as listed under Part II Section 10.2(II)(b) and copies of the training certificates of the nominated persons, if not ready at the time of application.

Step 3: Evaluation of application: CAD will conduct an initial evaluation, which will include

- vetting of submitted application form and supporting documents;
- an assessment of the model of the proposed X-ray equipment; and
- an initial site survey to assess the site and provide early advice on the proposed security arrangement.

Additional documents may be requested and/or modification of security programme may be required.

Step 4: Acceptance-in-principle: If the result of the initial evaluation is satisfactory, CAD will give acceptance-in-principle for the applicant to set up the RACSF.

Step 5: Acquiring of X-ray equipment and Engagement of Screeners: The applicant may proceed with all preparation works, including but not limited to the acquiring of X-ray equipment and engagement of security screeners.

Step 6: Pre-registration inspection: Once all preparation works in Step 5 have been completed, the applicant shall contact CAD and submit all outstanding documents including those for the X-ray equipment as listed in Part II Section 10.2(II)(b). CAD will invite the applicant for a pre-registration inspection to confirm the readiness of the RACSF site.

Step 7: Registration as RACSF: If the result of the pre-registration inspection is satisfactory, CAD will issue a letter to the applicant signifying acceptance for operating as RACSF. An RACSF code will be assigned to the applicant.

Time required: In general, applicant submitting under Route A should **reserve the time required for i) acquiring and installation of X-ray equipment, ii) engagement of security screeners and iii) at least 3 months# for CAD's processing before the intended date of operation of the RACSF.**

(b) Route B: X-ray equipment already installed at the RACSF site

Step 1: Obtain technical requirements of X-ray equipment: The applicant shall obtain a copy of "Technical Requirements for X-ray Equipment" from CAD by submitting a written request to CAD at racsf@cad.gov.hk.

Step 2: Submission of application: The applicant shall complete the application form and submit all required documents except copies of the training certificates of the nominated persons, if not ready at the time of application.

Step 3: Engagement of screeners: The applicant shall engage security screeners if it has not already done so. Screeners shall be certified before pre-registration inspection (Step 5).

Step 4: Evaluation of application: CAD will conduct an evaluation, which will include

- vetting of submitted application form and supporting documents; and
- an assessment of the model of the installed X-ray equipment.

Step 5: Pre-registration inspection: CAD will invite the applicant for a pre-registration inspection at the proposed RACSF site to assess the readiness of the applicant and the site to operate as an RACSF based on the security arrangement proposed by the applicant in the RACSF SP. Additional documents may be requested and/or modification of procedures may be required.

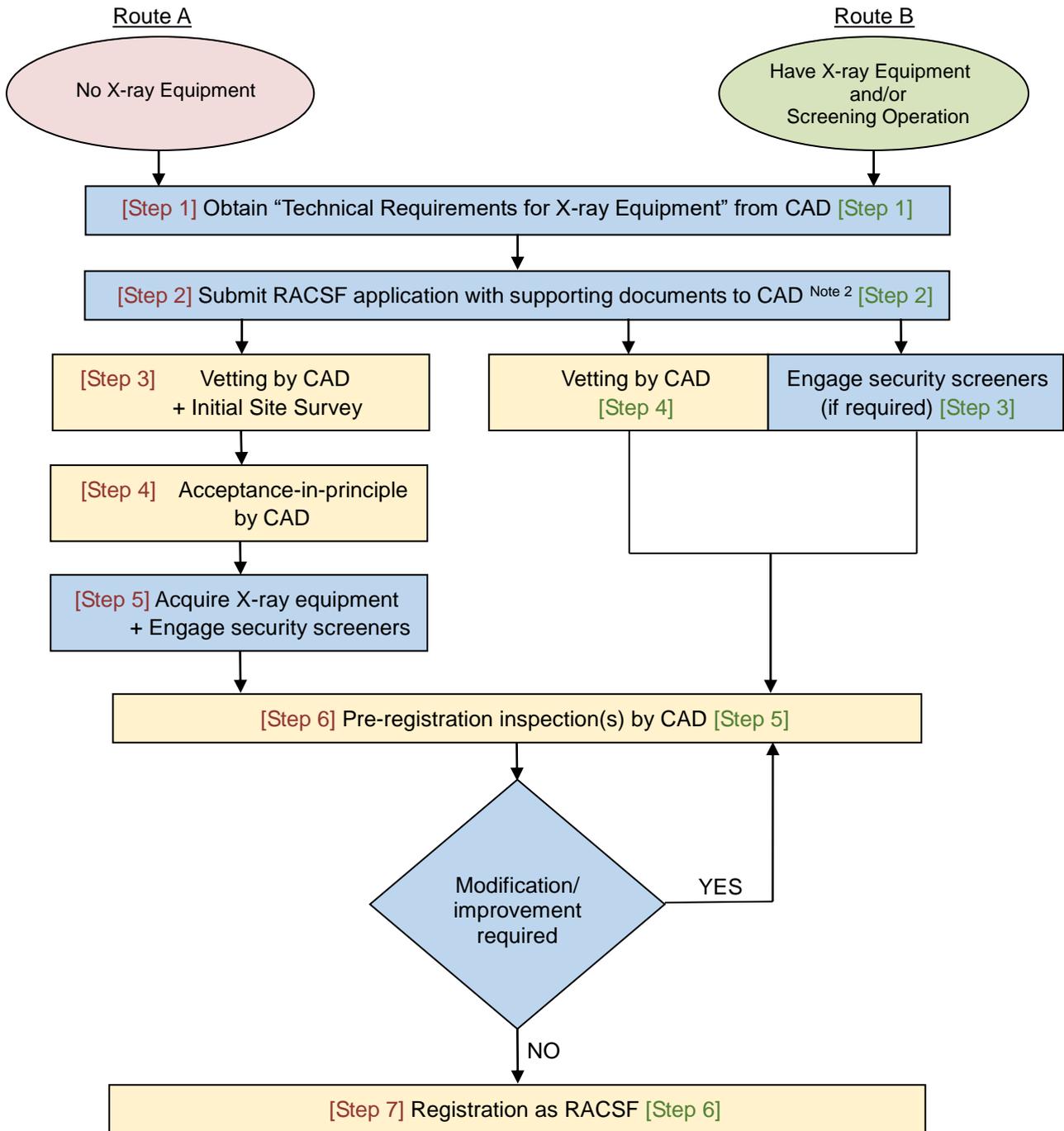
Step 6: Registration as RACSF: If the result of the pre-registration inspection is satisfactory, CAD will issue a letter to the applicant signifying acceptance for operating as RACSF. An RACSF code will be assigned to the applicant.

Time required: In general, applicant submitting under Route B is advised to submit the application **at least 3 months# before the intended date of operation of the RACSF.** The applicant should also reserve time for the engagement of security screeners (if it has not already done so).

The processing time indicated above is the normal processing time for each application. It may be longer if the applicant is required to submit further document proof for consideration by CAD (e.g. more detailed information of X-ray screening equipment proposed), improve its security measures by revising the RACSF SP or if there is an excessive number of RACSF applications submitted to CAD in the same period.

Applicant who has yet to acquire X-ray equipment **is encouraged to adopt Route A**, which will **enable CAD** to provide early advice on the proposed security arrangement, and to **give an early assessment on the acceptability of the model of the proposed X-ray equipment before acquisition.**

Flow Chart for the Application Processes for RACSF ^{Note 1}



Note:

- (1) The flowchart is a schematic illustration of the key steps in the application processes for RACSF. For details of each step as mentioned in the flowchart, please refer to Part I Section 4.
- (2) Documents which are not ready / available at the time of the application (e.g. copies of training certificates of nominated persons, operations manual of X-ray equipment, copy of Hong Kong Radiation Board licence for X-ray equipment, factory and site acceptance test results of X-ray equipment) may be submitted before pre-registration inspection.

Legend

- Processing by CAD. The applicant is advised to reserve at least 3 months for CAD's processing
- Action by RACSF applicant.

Part II - Regulated Air Cargo Screening Facility Security Programme

Section 4 - Organisation of the RACSF

The PIC shall nominate two persons as Nominated Persons (NP) for Cargo Security accountable for overseeing the effective implementation of cargo security operations and their compliance with the requirements of the RACSF Scheme, including the requirements in this RACSF SP. The PIC shall ensure that the two NPs have attended and completed an RACSF training programme acceptable to CAD before Pre-registration inspection.

(a) Nominated Person for Cargo Security

(i) Full Name	(English)	<i>(as appeared on HKID / passport)</i>	
	(Chinese)	<i>(as appeared on HKID / passport)</i>	
(ii) Position in Company			
(iii) Contact Phone Number		(iv) Fax Number	
(v) E-mail Address			
(vi) Completion Date of Training Course	<input type="checkbox"/> Already completed _____ <i>(dd/mm/yyyy)</i> <input type="checkbox"/> To be taken prior to Pre-registration inspection		
(vii) Name of Training Institute			

(b) Second Nominated Person for Cargo Security

(i) Full Name	(English)	<i>(as appeared on HKID / passport)</i>	
	(Chinese)	<i>(as appeared on HKID / passport)</i>	
(ii) Position in Company			
(iii) Contact Phone Number		(iv) Fax Number	
(v) E-mail Address			
(vi) Completion Date of Training Course	<input type="checkbox"/> Already completed _____ <i>(dd/mm/yyyy)</i> <input type="checkbox"/> To be taken prior to Pre-registration inspection		
(vii) Name of Training Institute			

(c) Total number of staff members

(d) Total number of staff members with access to consignment designated as air cargo and/or related documents

(e) Please provide an organisation chart of the RACSF containing, at a minimum, the PIC and the two NPs for Cargo Security.

Part II - Regulated Air Cargo Screening Facility Security Programme

Section 5 - Facility Security

5.1 - Warehouse Security

<p>Premises for processing and storage of consignments of air cargo shall be secured and access controlled to prevent and detect unauthorised access.</p>	
<p>(a) Physical Security</p>	<p><u>Compulsory Measures</u></p> <ul style="list-style-type: none">(i) Physical barriers, such as fences, gates and walls, shall be in place to protect the premises for processing and storing the consignment against unauthorised access.(ii) All doors, gates, roller shutters or other access points to the consignments shall be closed, locked or guarded when not in use.(iii) Regular inspections on physical barriers shall be carried out.(iv) Personnel doors and vehicle access gates shall be used so as to ensure access control over entry and exit. These doors shall also be locked or guarded when not in use.(v) Cargo screening areas (including both security screening and hand search areas) shall be under CCTV surveillance. <p><u>Additional Measures</u></p> <ul style="list-style-type: none">(i) If ventilation is needed, lockable metal screen doors may be installed.(ii) Doors, gates and roller shutters should, where applicable, be equipped with intrusion detection devices, alarms, CCTV or other means of protection against intrusion.(iii) Security personnel patrol is carried out at the cargo screening, processing and storage facilities.(iv) Only vehicles involved in cargo transportation should be allowed to enter and park inside cargo loading or unloading area.
<p>(b) Access Control</p>	<p><u>Compulsory Measures</u></p> <ul style="list-style-type: none">(i) Access to cargo facilities and areas shall be restricted to individuals with an operational need for access.(ii) Identity check is conducted to ensure that persons entering the facilities, including staff members and visitors, are authorized to enter the facilities.(iii) Gates through which vehicles and/or personnel enter or leave are manned by security personnel or monitored by automated devices. <p><u>Additional Measures</u></p> <ul style="list-style-type: none">(i) Security devices are installed at gates and doors.(ii) All persons, including staff members and visitors, are required to visibly display permits. If permit is used as a means of controlling access to warehouse, please provide a sample of the permit.

Part II - Regulated Air Cargo Screening Facility Security Programme

Section 6 - Personnel Security

<p>My company shall ensure that the details of the recruitment and selection procedures are recorded for staff members and contractors with access to consignment designated as air cargo and/or related documents, including the two NPs for Cargo Security mentioned in Part II Section 4(a) and (b). Job application form and interview record shall be maintained.</p> <p>With prior written consent from job applicants, the following items shall be covered in the recruitment and selection procedures as a pre-employment check. Failure to give consent to a pre-employment check will result in rejection of their job applications.</p>		
(a)	Job Application Form	<p>In job application form, a job applicant is required:</p> <ul style="list-style-type: none"> (i) to provide education and employment history in the previous 5 years; (ii) to provide criminal conviction, if any, in the previous 5 years; (iii) once employed, to report as soon as reasonably any updates to the information in (i) and (ii) above to the company, and to provide such information to the company when requested for the purpose of conducting recurrent background check, for the latter's assessment on continuation of discharge of work duties; (iv) to declare that the information is complete and accurate; (v) to declare that any misrepresentation of the facts is a ground for refusal of employment or for disciplinary proceedings or for criminal charges; and (vi) to agree that information may be collected from previous employers and schools for the purpose of verification only. <p>The completed form must be signed by the applicant.</p> <p>My company shall ensure that existing staff members with access to consignment designated as air cargo and/or related documents should provide the same information in (a)(i)-(vi) above for checking and record.</p>
(b)	Job Interview	<p>During the job interview, my company shall:</p> <ul style="list-style-type: none"> (i) establish the job applicants' identities by means of documentary evidence such as passport, identity card or registry of birth records; (ii) ensure that the applicant understands the importance and the full implication of the declarations made on the job application form; and (iii) ensure that no time periods are unaccounted for in the job application form.
<p>My company shall be cautious in the recruitment process with an objective to ensure that staff members and contractors are reliable and do not pose a potential threat. When a job applicant is found unsuitable by pre-employment check, the application should not be considered.</p> <p>For staff members and contractors responsible for security screening, additional criteria as detailed in Part II Section 9 shall be met by the applicant with an objective to ensure that the security screening can be effectively carried out.</p> <p>My company shall ensure that recurrent background checks are conducted at least once every two years for existing staff members and contractors with access to consignment designated as air cargo and/or related shipping documents.</p> <p>Employees found unsuitable by any background check should be immediately denied the ability to access to consignment designated as air cargo and/or related shipping documents.</p> <p>Recruitment records and any subsequent assessment records of staff members shall be kept for at least the duration of employment plus one year.</p>		

Part II - Regulated Air Cargo Screening Facility Security Programme

Section 7 – Security Awareness Training

<p>As mentioned in Part II Section 4, the two NPs should have attended and completed an RACSF training programme before commencing RACSF operation. Copies of their training certificates shall be provided to CAD prior to the Pre-registration inspection. Their RACSF Training Certificates carry a validity of 3 years. They have to be revalidated and successfully passed the Revalidation Test before the expiry of the RACSF Training Certificate.</p> <p>All other staff members of RACSF and of its contractors with access to consignment designated as air cargo and/or related shipping documents shall be required to complete both initial and recurrent security awareness training to understand the principles of the air cargo security regime in Hong Kong and requirements for RACSF.</p> <p>Security awareness training shall be conducted by one of the NPs mentioned above or a trainer with equivalent qualification. The RACSF is also responsible to maintain the training records which shall include the names of trainees, date and type of delivery as well as endorsement by the trainer for at least 2 years.</p>	
(a)	<p>Personnel conducting Internal Security Awareness Training</p> <p><input type="checkbox"/> NP [Complete (c)]</p> <p><input type="checkbox"/> Other Trainer [Complete (b) and (c)]</p>
<p>Details of the Other Trainer (where applicable)</p>	
(b)	(i) Name of Trainer
	(ii) Post
	(iii) Company of Trainer
(c)	<p>Intended Frequency of Recurrent Training</p>
(d)	<p>Training Material</p> <ul style="list-style-type: none"> • Company's RACSF Security Programme; • Handling Procedures for RACSF, notices and other directions issued by CAD from time to time; and • Material of the training programme from the RACSF training institutes acceptable to CAD.

Part II - Regulated Air Cargo Screening Facility Security Programme

Section 8 - Cargo Acceptance, Screening, Processing and Storage

8.1 - Particulars of Service

(a) Personnel processing air cargo in the RACSF (apart from security screeners) <i>(more than one box can be selected)</i>	<input type="checkbox"/> Own staff members <input type="checkbox"/> Contractor staff	[Go to (c)] [Go to (b)]
(b) <u>Cargo Processing Contractor</u>		
(i) Name of Cargo Processing Contractor	(English) <i>(as appeared on Cargo Processing Contractor Declaration)</i>	
(ii) Contractor's Person-In-Charge	(Chinese) <i>(as appeared on Cargo Processing Contractor Declaration)</i>	
(iii) Contact Phone Number		
(iv) Monitoring of Contractor Performance <i>(more than one box can be selected)</i>	<input type="checkbox"/> On-site Command and Supervision <input type="checkbox"/> Regular Meeting with Contractor Frequency: _____ <input type="checkbox"/> Others Please specify. _____	
(v) The Cargo Processing Contractor Declaration shall be duly completed by the cargo processing contractor and submitted to my company. #		
(c) Whether my RACSF will consolidate or provide consolidation service of air cargo after security screening	<input type="checkbox"/> Yes <input type="checkbox"/> No	

The standard Cargo Processing Contractor Declaration is available in Civil Aviation Department's website:- https://www.cad.gov.hk/english/icao2021_form.html.

Part II - Regulated Air Cargo Screening Facility Security Programme

Section 8 - Cargo Acceptance, Screening, Processing and Storage

8.2 - Acceptance Procedures

(a) Documentation Check	<p>(i) Consignment of cargo shall be accompanied by shipping documents, including Master Air Waybill (where applicable) and House Air Waybill / Shipper's Letter of Instruction.</p> <p>(ii) The shipping documents shall contain at least the following information.</p> <ul style="list-style-type: none"> • nature / content of the consignment; • quantity of the consignment (including weight, number of packages, dimension / volume). <p>(iii) If in doubt, the identity of the person delivering the cargo consignment shall be verified (e.g. check of company identification document) to ascertain that the person is the authorized representative of the tendering client (e.g. RA, the warehouse / cargo processing contractor or the transportation service contractor of the RA).</p>
(b) Appearance Check	<p>(i) The quantity (e.g. number of cartons), weight, dimension and the outer physical appearance of the cargo consignment shall be reasonably checked against the information contained in the shipping documents mentioned in Part II Section 8.2(a) above.</p> <p>(ii) The packaging of the consignment shall be examined for any signs of tampering and suspicion, such as:-</p> <ul style="list-style-type: none"> • signs of reseal or forcible opening, or • unreasonable packaging, or • wires, oil stains or other indications that the consignment may contain explosives or incendiary devices.

8.3 - Cargo Screening

(a) Responsibilities	<p>RACSF shall conduct security screening of air cargo, to a standard reasonably sufficient to detect explosives and incendiary devices which may jeopardise the safety of civil aviation and shall be performed using security screeners conforming to the standards and requirements in Part II Section 9, and using screening equipment conforming to the standards and requirements in Part II Section 10.</p> <p>Air cargo which have successfully gone through security screening at an RACSF can be regarded as SPX cargo (see definition below).</p>
(b) Definition	<p>Known cargo (SPX cargo) is a consignment of cargo which has been subjected to appropriate security screening acceptable to CAD (i.e. screened cargo); or a consignment of cargo received from a Known Consignor (KC) validated by the CAD (i) direct or (ii) consigned through a Regulated Agent (RA). SPX cargo is secure for carriage onboard commercial aircraft.</p> <p>Whereas</p> <p>Unknown cargo (UNK cargo) is either:-</p> <ul style="list-style-type: none"> • any cargo other than Known Cargo as defined above; or • any Known Cargo which passes out of the custody of an aircraft operator (airline), an RACSF, an RA, a KC or their warehouse / cargo processing contractors or transportation service contractors.

Part II - Regulated Air Cargo Screening Facility Security Programme

Section 8 - Cargo Acceptance, Screening, Processing and Storage

8.3 - Cargo Screening (Continue from last page)

<p>(c) Cargo Screening Process</p>	<p>(i) <u>Screening process</u></p> <p>Cargo shall be screened using X-ray equipment in RACSF.</p> <p>If the security screener cannot clear the cargo during X-ray screening (e.g. due to presence of high-density items, identification of possible threat items), the subject cargo shall be screened using searching by hand or physical check at piece level.</p> <p>(If RACSF wishes to apply security screening methods other than the ones mentioned above, e.g. explosive trace detection (ETD), please seek prior approval from CAD.)</p> <p>(ii) <u>Unresolved suspicion and / or discovery of incendiary or explosive devices</u></p> <p>Cargo which cannot be cleared by the security screener through the screening process mentioned above shall be rejected and <u>not</u> be assigned a SPX status. They shall remain as UNK cargo and be segregated from SPX cargo, using the means as described in Part II Section 8.4 below.</p> <p>If there is unresolved suspicion or identification of threat items (e.g. discovery of incendiary or explosive devices inside the cargo), contingency arrangement under Part II Section 13 shall be followed.</p>
<p>(d) Security Screening Log</p>	<p>RACSF shall maintain a log of all security screening conducted. Such log shall, at a minimum, include date and time of screening, the company name of the client RAs (or the RACSF itself if it conducts self-screening of cargo), MAWB / HAWB No., gross weight, no. of pieces, alternative primary screening method(s) other than x-ray if applied, secondary screening method if applied, overall result of screening (pass or reject), reason of rejection if applicable, and the identity of the screener (e.g. screener identification no.).</p>
<p>(e) Security Screening Receipt</p>	<p>RACSF shall issue a receipt as proof of security screening. Such security screening receipt shall include, at a minimum, the company name of the client RAs, MAWB/HAWB no., gross weight, no. of pieces, date and time of screening. RACSF shall indicate on the receipt that the cargo have been "SECURITY CHECKED", the screening method (s) adopted (e.g. "x-ray", "hand search", "ETD"), the company name of the RACSF (e.g. in company chop), and the RACSF code assigned by CAD. RACSF who is also an RA may not need to issue receipts to itself after conducting self-screening of air cargo, if the RACSF has already maintained the security screening log as required in the paragraph (d) above. This receipt serves as proof that cargo has been screened at RACSF.</p>

Part II - Regulated Air Cargo Screening Facility Security Programme

Section 8 - Cargo Acceptance, Screening, Processing and Storage

8.4 - Segregation of Screened Cargo (SPX cargo) from Unknown Cargo and Protection of Screened Cargo Prior to Loading onto Trucks

<p>(a) Segregation of Screened Cargo from Unknown Cargo</p>	<p>Screened cargo (SPX cargo) shall be segregated from unknown (UNK) cargo by:-</p> <ul style="list-style-type: none"> <input type="checkbox"/> Specially assigning separate storage areas for Screened cargo (SPX cargo) and Unknown (UNK) cargo <input type="checkbox"/> Labelling <ul style="list-style-type: none"> - Please provide samples of cargo labels for Screened cargo (SPX cargo) and Unknown (UNK) cargo - Stock of labels should be appropriately controlled and safeguarded from tampering. <input type="checkbox"/> Others. Please specify. _____
<p>(b) Prevention of Unlawful Interference on Screened Cargo</p>	<ul style="list-style-type: none"> (i) Screened cargo (SPX cargo) shall be held in cages, compartments, rooms or buildings that are secured against unauthorised access or its packaging has been made tamper-evident by using seals or locks, or other means of protection against unlawful interference when consignments are left unattended. (ii) If Screened cargo (SPX cargo) has to be consolidated or further processed before loading onto trucks, RACSF shall provide continuous monitoring of the Screened cargo (SPX cargo) by personnel and supplement by CCTV surveillance and recording. In the event that CCTV surveillance and recording of Screened cargo (SPX cargo) and consolidated cargo is not feasible, RACSF shall put in place alternative means to ensure the security of the cargo concerned (such as applying secure transportation (ST) means accepted by CAD immediately after consolidation, including having the cargo wrapped in tamper-evident wrapping sheets / covers / nets). RACSF shall obtain consent from the landlord where appropriate and all relevant legal requirements shall be complied with for using any areas for air cargo processing. RACSF shall exercise due diligence to ensure that the use by and safety of other users of the area is not to be compromised as a result of the cargo handling / consolidation operations.

8.5 - Warehouse Floor Plan

<p>RACSF shall provide a floor plan of the warehouse showing the locations of:-</p> <ul style="list-style-type: none"> • access points and security installations stipulated in Part II Section 5.1; • screening equipment and the area designated for hand search; and • specially assigned storage areas specified in Part II Section 8.4 if any.
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Part II - Regulated Air Cargo Screening Facility Security Programme

Section 9 - Security Screeners

9.1 - Particulars of Service

(a) Number of Security Screeners to be Deployed in RACSF	
(b) Source of Security Screeners	<input type="checkbox"/> Own staff members [Go to Section 9.2] <input type="checkbox"/> Contracted security screeners [Complete (c)]
(c) <u>Screening Service Contractor*</u>	
(i) Name of Screening Service Contractor	(English) <i>(as appeared on Screening Service Contractor Declaration)</i>
	(Chinese) <i>(as appeared on Screening Service Contractor Declaration)</i>
(ii) Contractor's Person-In-Charge	<i>(as appeared on Screening Service Contractor Declaration)</i>
(iii) Contact Phone Number	
(iv) Monitoring of Contractor Performance <i>(more than one box can be selected)</i>	<input type="checkbox"/> On-site Command and Supervision <input type="checkbox"/> Regular Meeting with Contractor Frequency: _____ <input type="checkbox"/> Others Please specify. _____
(v) Note: The Screening Service Contractor Declaration shall be duly completed by the screening service contractor (if applicable) and submitted to my company. #	

* This part may initially be left blank if the information is not available at the time of submitting the application.

The standard Screening Service Contractor Declaration is available in Civil Aviation Department's website:-
https://www.cad.gov.hk/english/icao2021_form.html.

Part II - Regulated Air Cargo Screening Facility Security Programme

Section 9 - Security Screeners

9.2 - Selection Criteria

<p>RACSF shall ensure that all security screeners, whether or not employed by RACSF or from a screening service contractor, shall be restricted to persons who have met all the following criteria:</p>	
<p>(a) Medical Criteria</p>	<p>Security screeners shall have passed a medical examination to establish that the person has good general health appropriate for performing security screening of air cargo.</p> <p>The following minimum criteria shall be met:-</p> <ul style="list-style-type: none"> (i) have good general health, reasonable strength and no physical incapability which would prevent him from undertaking the security screening duties; (ii) with or without spectacles or contact lenses, be able to read correctly vehicle number plate at 25m distance and be able to read labels on bottles of spirits and aerosols at a distance selected by the medical examiner between 30-50cm; (iii) have normal colour perception through Ishihara's test and Edridge-Green lantern test (normal colour perception is regarded as a standard of CP2); (iv) have a capacity to detect by smell a range of substances including petrol, ammonia, alcoholic drinks and explosive materials (similar to the essence of almonds, oil of cloves); (v) with or without aid, be able to hear radio and telephone communications, audio signals emitted by security equipment, and an average of conversational human voice at a distance of 2.5m in a quiet room; and (vi) be free from dependence on alcohol or illegal drugs. Candidates taking prescribed drugs should be considered on an individual basis to ensure that their ability to undertake their duties as security screeners of air cargo would not be significantly impaired. <p>Such medical examination shall be conducted by a registered medical practitioner and an examinee shall be required to give satisfactory proof of identity and a signed statement of medical facts relating to their personal and family history.</p>
<p>(b) Educational Criteria</p>	<p>Security screeners shall have attained at least a minimum educational level of Secondary 5 (or its equivalent) to ensure that they have a standard of literacy and intelligence sufficient to achieve the minimum training objectives and the required proficiency levels of a security screener.</p>
<p>(c) Other Criteria</p>	<p>Security screeners shall also meet the criteria below:-</p> <ul style="list-style-type: none"> (i) have an aptitude for operating security equipment; (ii) are able to communicate in Cantonese; (iii) possess a high standard of appearance and deportment; and (iv) be able to produce documentary proofs of previous employment history pursuant to the requirements as stipulated in Part II Section 6.

Part II - Regulated Air Cargo Screening Facility Security Programme

Section 9 - Security Screeners

9.3 - Training and Certification of Security Screeners

<p>RACSF shall ensure that all security screeners, whether or not employed by RACSF or from a screening service contractor, shall:-</p> <p>(i) be trained and certified by a Certification Body (CB) (see Note) before they are allowed to perform the screening duties of air cargo in RACSF; and</p> <p>(ii) attend refresher training conducted by a CB and be recertified by such CB before the last day of the 12th calendar month counting from the month in which the certification test was passed.</p> <p>Note: Information about CB acceptable by CAD is available on CAD's website. At a minimum, security screeners at RACSF shall be trained and certified for operating X-ray equipment and performing hand or physical search on articles.</p>	
<p>(a) Name of CB*</p>	<p>The security screeners operating in this RACSF are trained and certified by the following CB accepted by CAD:</p> <p>_____</p>
<p>(b) On-the-job Supervised Operational Attachment</p>	<p>Upon successful completion of the training and initial certification test, a security screener has to undergo an on-the-job supervised operational attachment by the CB.</p>
<p>(c) Evidence of Certification</p>	<p>All security screeners of air cargo shall possess valid evidence of certification when carrying out screening duties. Such evidence shall be issued by a CB to a screener who has demonstrated the necessary competencies for carrying out screening duties for air cargo.</p>
<p>(d) Monitoring of Screeners' Performance</p>	<p>RACSF shall be responsible for the operation of the screening equipment and shall continuously monitor the performance of the screeners. In addition, a CB shall be responsible for periodically assessing the work performance of the screeners trained and certified by the CB.</p> <p>If a screener is found to be unfit for carrying out the screening duties (including any absence from duty over 90 or more consecutive days), RACSF shall report to the CB for suspension or revocation of the screener certification of the subject screener. RACSF shall not permit such screener to perform screening duties until such time that the screener has received appropriate refresher training and has re-sat and passed another recertification test conducted by a CB.</p>

* This part may initially be left blank if the information is not available at the time of submitting the application.

Part II - Regulated Air Cargo Screening Facility Security Programme

Section 9 - Security Screeners

9.3 - Training and Certification of Security Screeners (Continue from last page)

(e) Training and Proficiency Assessment Records	<p>RACSF shall ensure that a record is maintained for each security screener, including:-</p> <ul style="list-style-type: none">(i) Personal identification (e.g. name, identity card number);(ii) Initial training attended (date) and assessment result;(iii) Refresher training attended (date) and assessment result;(iv) Remedial training provided (if any) and re-assessment result; and(v) Certification and re-certification records. <p>If RACSF engages a screening service contractor to provide security screening in RACSF, RACSF shall ensure that the screening service contractor would submit up-to-date records for each security screener to RACSF from time to time.</p> <p>Such records are required to be retained for at least 2 years and shall be made available for inspection by CAD upon request.</p>
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9.4 - Working Hours

<p>RACSF shall ensure that security screeners shall be restricted to working 8 hours a day (excluding meal breaks) on screening of air cargo in RACSF unless for emergency or under exceptional circumstances. On occasions that the hours of work of such a person on screening of air cargo is extended beyond 8 hours a day, RACSF shall submit a report to CAD detailing the reason(s) for such extension.</p>
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Remarks: Applicant is not required to submit information of individual security screeners (i.e. name and certification records) at the time when the application is made. Such information will be assessed during the pre-registration inspection conducted by CAD.

Part II - Regulated Air Cargo Screening Facility Security Programme

Section 10 - Screening Equipment

10.1 - Responsibilities

- (a) RACSF shall be responsible for ensuring that the screening equipment conforms to the stated requirements and that any licensing requirements are satisfied, prior to bringing it into operations. RACSF shall also ensure that the screening equipment is used properly, maintained in a safe and serviceable condition by competent engineers and that those security personnel operating it are fully trained in its use.
- (b) RACSF shall ensure that regular operational calibration checks of the equipment are carried out by trained staff in accordance with the manufacturer's instructions and procedures, to satisfy itself that the equipment is operating properly when in operational use as part of this security programme.
- (c) RACSF shall also maintain detailed records of such calibration check results together with records of maintenance work carried out on the equipment.
- (d) If any item of screening equipment fails a calibration check or there is any evidence to suggest that it is not operating properly, RACSF shall ensure that such equipment is immediately removed from operational use and is not reintroduced until RACSF is satisfied that it has been repaired and is fully serviceable.
- (e) RACSF shall inform the CAD about significant modifications or improvements that have been made to the equipment.
- (f) Where an x-ray source is employed, RACSF should ensure a valid licence / approval from the Radiation Board of Hong Kong for each individual equipment shall be in place.

10.2 - Details of Screening Equipment

(I) Make and Model

RACSF shall ensure that the performance and routine testing requirements for the screening equipment can meet the minimum standard as set out in the document "Technical Requirements for X-ray Equipment" and "Requirements for Security Screening Equipment/Systems – Explosive Trace Detectors (ETD)", whichever is applicable. (See Note Below)

Each piece of screening equipment shall be licensed and approved for use by the Radiation Board of Hong Kong, where applicable.

	Make and model	No. of equipment
Screening Equipment to be Used in RACSF		

Note:-

- 1) Applicant shall obtain the above documents from CAD by submitting a request to racsf@cad.gov.hk, prior to completing the application form.
- 2) The above documents are for fulfilling CAD's security requirements for air cargo exported from Hong Kong. Applicants are reminded to check with respective aircraft operators (airlines) for specific technical requirements, if any, of other jurisdictions / countries to which the export cargo are tendered.

Part II - Regulated Air Cargo Screening Facility Security Programme

Section 10 - Screening Equipment

10.2 - Details of Screening Equipment (Continue from last page)

(II) Documents to be Submitted for CAD's Assessment

<p>(a) Documents to be Submitted Together with RACSF Application Form</p>	<p>Applicant who applies under Route A (X-ray equipment has not been acquired) shall submit the following documents, for each proposed make and model of X-ray equipment, together with the RACSF application form (See Note below): -</p> <ul style="list-style-type: none">(i) Technical Specifications;(ii) Documents demonstrated that the equipment are certified by other authorities, e.g.:-<ul style="list-style-type: none">• US Transportation Security Administration (TSA);• European Civil Aviation Conference (ECAC);• UK Department for Transport (DfT);• Civil Aviation Administration of China (CAAC).(iii) Any other information that may be useful for the assessment by CAD, e.g. list of airports/facilities that are currently in use of the subject screening equipment. <p>The above documents are equally applicable for ETD equipment.</p>
<p>(b) Additional Documents to be Submitted Before Pre-registration Inspection</p>	<p>The following additional documents shall be submitted to CAD before the pre-registration inspection:-</p> <ul style="list-style-type: none">(i) Operations Manual;(ii) Factory Acceptance Test (FAT) and Site Acceptance Test (SAT) result for each individual equipment, where applicable. SAT should be proceeded subject to satisfactory result of FAT; and [CAD may request to observe the SAT of the proposed screening equipment. Notification would be given in advance.](iii) License / Approval from Radiation Board of Hong Kong for each individual equipment.(iv) For ETD equipment not using any radioactive substance, Irradiating Apparatus Licence from the Radiation Board Hong Kong may not be required.(v) For ETD equipment only, ETD Alarm Resolution Procedure to handle positive ETD alarms, if applicable.

Notes: -

- 1) For applicant who applies under Route B (X-ray equipment already installed at the RACSF site), all of the above documents shall be submitted to CAD at the time of application.
- 2) If RACSF wishes to use security screening equipment other than conventional X-ray equipment or ETD equipment, please contact CAD.

Part II - Regulated Air Cargo Screening Facility Security Programme

Section 11 - Chain of Custody – Secure Transportation

11.1 - Particulars of Service

(a) RACSF will provide own cargo transportation service for screened cargo (SPX cargo) or by contracted service providers.	<input type="checkbox"/> Yes [Continue below] <input type="checkbox"/> No [Go to Section 12]
(b) Type of Transportation Service	<input type="checkbox"/> Self-provided [Go to Section 11.2] <input type="checkbox"/> Contracted transportation service providers [Complete (c)]
(c) <u>Transportation Contractor</u>	
(i) Name of Transportation Contractor	(English) _____ (as appeared on Transportation Contractor Declaration) (Chinese) _____ (as appeared on Transportation Contractor Declaration)
(ii) Contractor's Person-In-Charge	_____ (as appeared on Transportation Contractor Declaration)
(iii) Contact Phone Number	_____
(iv) Monitoring of Contractor Performance <i>(more than one box can be selected)</i>	<input type="checkbox"/> On-site Command and Supervision <input type="checkbox"/> Regular Meeting with Contractor Frequency: _____ <input type="checkbox"/> Others Please specify. _____
(v)	Note: The Transportation Contractor Declaration shall be duly completed by the transportation contractor and submitted to my company. #

The standard Transportation Declaration is available in Civil Aviation Department's website:- https://www.cad.gov.hk/english/icao2021_form.html.

Part II - Regulated Air Cargo Screening Facility Security Programme

Section 11 - Chain of Custody – Secure Transportation

11.2 - Measures of Transportation Security

<p>(a) Driver</p>	<p><u>Compulsory Measures</u></p> <p>(i) Driver shall present to the cargo dispatcher an identity card, passport, driving licence or other document, containing a photograph of the driver for verification before any cargo is loaded.</p> <p>(ii) The vehicle shall not be left unattended or shall not make unscheduled stop (except for emergency). If it is unavoidable to leave the vehicle unattended, the security of the consignment and the integrity of seals or locks shall be checked for any sign of tampering, suspicion or evidence of unlawful interference. If any such sign or evidence is found, the supervisor of the driver shall be notified and the consignment will not be delivered unless the receiving RA or aircraft operator (airline) is notified of that at delivery.</p> <p><u>Additional Measure</u></p> <p>(i) There should also be evidence on the cargo documentation showing the identification of the driver designated to deliver the consignment for verification purpose.</p>
<p>(b) Vehicle</p>	<p><u>Compulsory Measures</u></p> <p>(i) Immediately prior to loading, the load compartment shall be searched and the integrity of this search maintained until loading is completed.</p> <p>(ii) All vehicles used in the transportation of air cargo are secured immediately following the completion of loading against unlawful interference at all times.</p> <p>(iii) Known Cargo stipulated in Section 8.3(b) shall be protected from unlawful interference by using one of the Secure Transportation (ST) means accepted by CAD until it is accepted by cargo terminal operator (CTO):</p> <ul style="list-style-type: none"> • For box trucks, locks with numbered tamper-evident seals should be used, and the RACSF should demonstrate that access to such seals or locks is controlled and that the numbers (for numbered tamper-evident seals) are properly recorded to ensure traceability. • In respect of open truck where the cargo is palletised and tamper-evident seals or locks cannot be effectively applied, the palletised cargo should be properly secured by appropriate tamper-evident wrapping sheets / covers / nets through which the integrity of air cargo consignments can be easily detected. Other alternative means or technology applications to protect cargo on open trucks, e.g. real-time monitoring by using CCTV cameras, may also be accepted subject to CAD’s assessment. <p>(iv) If tamper-evident means are used to secure vehicles transporting air cargo, their integrity shall be verified before the receipt of cargo by the next entity. In particular, if numbered tamper-evident seals are used, serial number of seals applied shall be verified by receiving entity in accordance with the prior declaration of the tendering entity.</p> <p>(v) If numbered tamper-evident seals are used to secure vehicles transporting air cargo, access to such seals shall be controlled and the seal numbers shall be recorded.</p>

Part II - Regulated Air Cargo Screening Facility Security Programme

Section 11 - Chain of Custody – Secure Transportation

11.2 - Measures of Transportation Security (Continue from last page)

(b) Vehicle (Cont'd)	<p><u>Proposed Secure Transportation (ST) means* (see (b)(iii) above)</u></p> <p>(1) <u>If Box Trucks are used:</u></p> <p><input type="checkbox"/> Locks with numbered tamper-evident seals (Serial number of security seals shall start with a 3-letter company code (in CAPITAL letters) of the RA / its contractor, followed by 7 characters (can be any combination of numbers and CAPITAL letters).)</p> <p>(2) <u>If ULD containers are used:</u></p> <p><input type="checkbox"/> With metal door and equipped with numbered tamper-evident seals and locks (Serial number of security seals shall start with a 3-letter company code (in CAPITAL letters) of the RA / its contractor, followed by 7 characters (can be any combination of numbers and CAPITAL letters).)</p> <p><input type="checkbox"/> Other types of ULD containers (Please provide a separate proposal to illustrate how the proposed ULD containers and/or measures will be secure and tamper-evident.)</p> <p>(3) <u>If Open Trucks are used:</u></p> <p><input type="checkbox"/> Use of tamper-evident wrapping sheets / covers / nets:</p> <p><input type="checkbox"/> Cathay Pacific (CX) Secure Net</p> <p><input type="checkbox"/> Hong Kong Secure Transportation Systems Limited (HKSTS) Smartsec Net</p> <p><input type="checkbox"/> Gobo Trade Ltd. EasyPack Cargo Security System</p> <p><input type="checkbox"/> Advance Gain International Trading Co. Ltd. Advance Pack Security System</p> <p><input type="checkbox"/> Impeccable Products & Services Ltd. (IPS) Aero Net</p> <p><input type="checkbox"/> Hong Kong Secure Transportation Systems Limited (HKSTS) LD3 Smartsec Net applied on AKE contoured ULD container [note: only applicable for AKE (LD3) container with canvas door opening at the long side]</p> <p><input type="checkbox"/> Other tamper-evident wrapping sheets / covers / nets: (Please specify the vendor and product name: _____)</p> <p>(If the proposed measure is not a ST means accepted by CAD*, please provide a separate proposal to illustrate how the proposed ST measure will be secure and tamper-evident.)</p> <p><input type="checkbox"/> Alternative means to secure cargo on open trucks (Please specify the vendor and product name: _____)</p> <p>(If the proposed measure is not a ST means accepted by CAD*, please provide a separate proposal to illustrate how the proposed ST measure will be secure and tamper-evident.)</p>
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* The vendors and product names of secure transportation (ST) means listed above **are not exhaustive** and should not be construed as an exhaustive list of ST means that an RA can choose from, and **can be updated from time to time**. Please refer to CAD website for the most current list: https://www.cad.gov.hk/english/icao2021_ts.html.

Part II - Regulated Air Cargo Screening Facility Security Programme

Section 12 - Documentation for Cargo Security

12.1 - Handling Procedures for RACSF

Handling Procedures for RACSF has been issued for the purpose of proper implementation of the RACSF Scheme which includes the requirements stipulated in this document. The Handling Procedures is available in Civil Aviation Department's website:-

https://www.cad.gov.hk/english/icao2021_form.html

12.2- Maintenance of Documents

- (a) For every consignment of air cargo screened, RACSF shall maintain records of security screening log for a minimum of 3 months as per Part II Section 8.3(d) and copies of security screening receipts issued as per Part II Section 8.3(e).
- (b) As long as RACSF continues to hold the status of RACSF, RACSF shall implement the RACSF SP. In addition, RACSF shall keep track of any handling procedures, notices and any other directions given from time to time by CAD.
- (c) Documentation and recording by electronic means are acceptable provided that hardcopies can be made available upon inspection by CAD.

12.3 - Document Retention Period

The required retention periods of different documents for an RACSF are tabulated below:

Sections	Documents	Periods
4	Certificates of RACSF training organised by training institutes and/or results of revalidation test	As long as the certificates remain valid
6	Records of personnel security (including those of internal staff members and contractor's staff members)	Duration of employment + 1 year (Relevant records of contractor's staff members shall be maintained by the relevant contractors)
7	Records of internal security awareness training	2 years
8.3 (d)	Security screening log	3 months
8.3 (e)	Copies of security screening receipts issued	3 months
9.3 (e)	Records of screener training and certification	2 years
10.1 (c)	Calibration and maintenance records of security screening equipment	2 years
5.1 (a), 11.2 (b)	Records of security integrity of cargo consignments, e.g. CCTV records, records of security seal, of warehouse and transportation security	31 days
12.2 (b)	Documents associated with my company's status as an RACSF (e.g. RACSF SP)	Whole duration of the company's status as an RACSF
14	Self-assessment records	2 years

12.4 - Confidentiality

An RACSF operator shall ensure that any sensitive aviation security information about its security procedures or operations of the RACSF is protected against unauthorised disclosure and such information is disseminated on a "need-to-know" basis only.

Part II - Regulated Air Cargo Screening Facility Security Programme
Section 13 - Treatment of High-Risk Cargo (including Suspect Cargo)

<p>(a) High Risk-cargo (Including Suspect Cargo)</p>	<p>(i) Cargo which is deemed to pose a threat to civil aviation as a result of specific intelligence; or shows anomalies or signs of tampering which give rise to suspicion, shall be considered high risk.</p> <p>(ii) Any suspicion, such as sign of tampering, inconsistency between consignment appearance and shipping documents, shall be resolved before tendering to aircraft operators (airlines) or the next RA for carriage by air. Further shipping information may be requested from the tendering RA or consignor for clarification.</p> <p>(iii) RACSF shall treat all high-risk cargo as Unknown Cargo, and shall only clear the cargo as SPX cargo if RACSF has carried out two different means of security screening stipulated in Part II Section 8.3 (e.g. X-ray screening <u>and</u> (i) searching by hand or physical check at piece level or (ii) Explosive Trace Detection (ETD) or (iii) alternative screening methods acceptable to CAD) with an objective to detect the presence of concealed explosives or incendiary devices in consignments of cargo.</p>
<p>(b) Unresolved Suspicions</p>	<p>(i) If there is any unresolved suspicion or a suspect item is detected in a consignment:-</p> <ul style="list-style-type: none"> • do not touch the consignment; • immediately contact on-site supervisor or person-in-charge for assistance. <p>(ii) Once suspicion is confirmed:-</p> <ul style="list-style-type: none"> • contact the consignor or shipper to assist in investigation; and/or • report it to the Hong Kong Police. <p>(iii) If there is any sign of danger from the suspect consignment:-</p> <ul style="list-style-type: none"> • report it to the Hong Kong Police immediately; • evacuate the premises where the suspect consignment is stored; • establish a cordon to prevent anyone from gaining access to the evacuated area; and • follow the instructions, if any, from the Hong Kong Police and other emergency services department.
<p>(c) Explosive or Incendiary Device Identified</p>	<p>(i) The case shall be reported to Civil Aviation Department: Attention: Aviation Security Section, Airport Standards Division, Civil Aviation Department Address: Level 5, Office Building, Civil Aviation Department Headquarters, 1 Tung Fai Road, Hong Kong International Airport, Lantau, Hong Kong SAR E-mail: racsf@cad.gov.hk Fax: 2362 4257</p> <p>(ii) Security screening stipulated in Part II Section 8.3 shall be applied to other consignments, whether or not they are from a known source (e.g. cargo from a known consignor):-</p> <ul style="list-style-type: none"> • destined for the same flight or destination; and • originating from the same consignor or location.

Part II - Regulated Air Cargo Screening Facility Security Programme
Section 14 - Self-Assessment and Regulatory Oversight

(a) Self-Assessment

My company shall conduct regular self-assessment with reference to this RACSF SP, Handling Procedures for RACSF, notices and any other directions given from time to time by CAD, at least once every two years, in order to identify any internal deficiencies or security procedures that are not being properly implemented or that may require enhancement. The results of each self-assessment shall be maintained for 2 years and be available for the announced and unannounced inspections by CAD.

(b) Regulatory Oversight by CAD

My company shall agree to be subject to announced and unannounced inspection by CAD for the purpose of monitoring the compliance with the relevant security requirements stipulated in this RACSF SP, Handling Procedures for RACSF, notices and any other directions given from time to time by CAD. Failure to comply with the stipulated requirements may lead to the request of submission of a corrective action plan to CAD. Major deficiency identified or failure to implement corrective action plan may result in suspension or de-registration of the RACSF status.

Part III - Declaration

Declaration of Compliance – Regulated Air Cargo Screening Facility

*(To be completed and signed by the **Person-In-Charge** mentioned in Part II Section 3)*

I, for and on behalf of, _____
(Company Name) (hereafter referred to as “the company”) in respect of my Regulated Air Cargo Screening Facility (RACSF) at _____ (Site Address), hereby declare that:-

- (a) To the best of my knowledge, all information contained in this application form (including the RACSF Security Programme (SP) (Part II of this application form)) is true, complete and accurate, and I understand that giving false information or making false statements knowingly and willfully may be liable to prosecution and de-registration of the company's RACSF status.
- (b) The company will continuously implement the practices and procedures set out in the RACSF SP, handling procedures, notices and any other directions given from time to time by the Civil Aviation Department (CAD), and such practices and procedures are communicated to all staff members with access to consignment of air cargo and/or related documents.
- (c) The RACSF SP will be adjusted to comply with all the relevant changes to the requirements stipulated in handling procedures, notices and any other directions given from time to time by CAD, unless the company informs CAD that it no longer wishes to operate as an RACSF.
- (d) The company will inform CAD in writing as soon as reasonably possible if:-
 - (i) there is any change of the information contained in this application form, including the RACSF SP; and
 - (ii) the company ceases operations, no longer deals with cargo for carriage by air or can no longer meet the requirements of the RACSF, including the requirements in the RACSF SP.
- (e) The company will fully cooperate with CAD in all announced and unannounced inspections and provide access to all documents as requested by CAD during inspections.
- (f) For any deficiencies found in air cargo operations in respect of the RACSF including the requirements in the RACSF SP, the company will take actions to rectify such deficiencies within a time period as specified by CAD.
- (g) The company will inform CAD of any serious breaches of the requirements of the RACSF including the requirements in the RACSF SP, e.g. failure to conduct proper security screening on air cargo as required under this programme, or any attempt to conceal explosives or incendiary devices in the consignments of cargo intended for carriage on aircraft.
- (h) The company will ensure that all relevant staff members and contractors with access to consignment designated as air cargo and/or related documents will receive appropriate training and be subject to recurrent background check and are aware of their responsibilities under the RACSF SP.
- (i) Any failure to comply with the requirements of the RACSF including the requirements in the RACSF SP, including failure to maintain and provide any records as required by the RACSF SP, may result in suspension or de-registration of the company's RACSF status.
- (j) I have read and understood Part I Section 3 – Data Privacy Statement.
- (k) I agree that CAD has no liability to the company and its prospective or existing staff members for the rejection of job application or termination of employment.
- (l) I agree that CAD has no liability on the loss of the company resulting from the suspension and de-registration of the RACSF status due to non-compliance with RACSF requirements.
- (m) I agree that CAD has the final discretion on all parts of this application form.

Full Name
(in block letter)
(as appeared on HKID / passport) _____

Position in _____
Company _____

Signature and
Company Chop _____

Date _____

Part IV - Checklist of Required Documents

Sections in Part II	Points to Note	Required Documents to be Submitted
(1) 2 (i)	The Company name shall be the same as those shown on the company's valid Business Registration Certificate (BRC). The remaining validity period of the BRC shall be at least one month upon receipt of ALL the required documents for the application, including those documents requested during or after pre-registration inspection.	Copy of the BRC
(2) 4	The RACSF Training Certificate carries a validity of 3 years. The nominated person / the second nominated person have to be revalidated and successfully passed the Revalidation Test before the expiry of the RACSF Training Certificate.	Copies of the valid RACSF Training / Test Certificates of the trained persons (can be submitted prior to pre-registration inspection, if not available at the time of application)
(3) 4(e)	The organisation chart shall, at a minimum, include the Person-In-Charge and the two Nominated Persons for Cargo Security mentioned in Part II Section 4(a) and 4(b).	Organisation Chart
(4) 5.1(b)	If permit is used as a means of controlling access to warehouse, please provide a sample of the permit.	Sample of Permit
(5) 6 (a)	The Job Application Form shall clearly specify applicants' education and employment history in the previous 5 years, any criminal conviction in the previous 5 years and self-declaration to ensure the information is complete and accurate and to agree that information may be collected from previous employers and schools for verification.	Sample of Job Application Form
(6) 7	Except staff with RACSF training certificates All staff members of RACSF and their contractors with access to consignment designated as air cargo shall be required to complete both initial and recurrent security awareness training. Training record shall include the names of trainees, date and type of delivery as well as endorsement by the trainer.	Security awareness training record
(7) 8.1 (b)	The duly completed Cargo Processing Contractor Declaration is required only if your cargo processing service is contracted out.	Copy of duly completed Cargo Processing Declaration
(8) 8.3 (d)	RACSF shall maintain a log of all security screening conducted.	Sample of Security Screening Log
(9) 8.3 (e)	RACSF shall issue a receipt as proof of security screening.	Sample of Security Screening Receipt
(10) 8.4(a)	Samples of Known (SPX) cargo and Unknown (UNK) cargo label shall be provided if labelling is used as a means for segregating UNK cargo from SPX cargo.	Samples of SPX cargo and UNK Cargo Label

Part IV - Checklist of Required Documents (Cont'd)

Sections in Part II	Points to Note	Required Documents to be Submitted
(11) 8.5	The floor plan shall clearly show the locations of access points, security installations, screening equipment and location for hand search and, if any, specially assigned storage area for segregating UNK cargo from SPX cargo. The total number of access points should be stated in the floor plan.	Floor plan of the warehouse
(12) 9.1 (c)	The duly completed Screening Service Contractor Declaration is required only if your screening service is contracted out.	Copy of duly completed Screening Service Contractor Declaration
(13) 10.2(II)	RACSF shall submit the technical specifications and other information (e.g. evidence of certification by other authorities, airport/facility job reference) that may be useful for assessment by CAD. When available (prior to the pre-registration inspection), RACSF shall also submit the operation manual, Factory, Site Acceptance Test (SAT) result and a copy of the licence / approval from the Radiation Board of Hong Kong for each piece of screening equipment to be used, and ETD Alarm Resolution Procedure, where applicable.	<p><u>Route A</u></p> <ul style="list-style-type: none"> • <u>Together with application:</u> Documents listed under Part II Section 10.2(II)(a) • <u>Before pre-registration inspection by CAD:</u> Submit documents listed under Part II Section 10.2(II)(b) <p><u>Route B</u></p> <p>All documents under Part II Section 10.2(II)</p>
(14) 11 (c)	The duly completed Transportation Contractor Declaration is required only if your cargo transportation service is contracted out.	Copy of duly completed Screening Service Contractor Declaration