

**Regulated Air Cargo Screening Facility (RACSF) Scheme -
Notification of Change of RACSF Security Programme (RACSFSP)**

1. This form is for Regulated Air Cargo Screening Facility (RACSF) to notify the Civil Aviation Department (CAD) of any change(s) to their RACSF Security Programme (RACSFSP).
2. Please submit **a) this notification form, b) the relevant page(s) of RACSFSP and c) the relevant supplementary document(s)** to the Aviation Security Section, Airport Standards Division, CAD at least **14 working days** before the effective date of your proposed change(s):-

or by fax to **2362 4257**
by e-mail to racsf@cad.gov.hk

Part A – Basic Information

Company Name : _____

RACSF Code : _____

Tel : _____

Fax : _____

Email : _____

Date : _____

Signature of Person-in-charge or Nominated Person with
Company Chop: _____

(Full name): _____

Part B – Changes to the RACSFSP

My company would like to submit the following change(s) in our RACSFSP to the Civil Aviation Department:-

* Please ✓ the appropriate box(es) and fill in the effective date where appropriate.

	Item(s) to change	Required Documents	
		Relevant Page(s) of RACSFSP	Supplementary Documents
<input type="checkbox"/>	(a) Company Name (Effective date: _____)	P.5	(i) A copy of the Business Registration Certificate issued under Business Registration Ordinance (Cap. 310); <u>and</u> (ii) A copy of the Certificate of Change of Name issued under Companies Ordinance (Cap. 32)
<input type="checkbox"/>	(b) Site Address (*) (Effective date: _____)	P.5	A copy of the Business Registration Certificate issued under Business Registration Ordinance (Cap. 310)
<input type="checkbox"/>	(c) Correspondence Address / Email Address / Contact Phone Number / Fax Number (Effective date: _____)	P.5 and/or P.6	Nil
<input type="checkbox"/>	(d) Person-In-Charge (Effective date: _____)	P.5	An updated organization chart of your company
<input type="checkbox"/>	(e) Nominated Person for Cargo Security / Second Nominated Person (Effective date: _____)	P.6	(i) A copy of valid RACSF Training certificate; and (ii) An updated organization chart of your company
<input type="checkbox"/>	(f) Warehouse Security (*) (Effective date: _____)	P.7 and P.13	Warehouse floor plan, clearly indicating the locations of access points, security installations, CCTV coverage, screening equipment and location for hand search/ physical check and, if any, specially assigned storage areas for segregating SPX/UNK cargo
<input type="checkbox"/>	(g) Cargo Processing/Screening (*) (Effective date: _____)	P. 10 to 14	(i) A copy of completed Cargo Processing Contractor Declaration, if used (ii) Sample(s) of SPX/ UNK cargo labels/chops, if used (iii) Sample(s) of company's screening log/receipt

	Item(s) to change	Required Documents	
		Relevant Page(s) of RACSFSP	Supplementary Documents
<input type="checkbox"/>	(h) Security Screeners (Effective date: _____)	P.15 to 17	(i) Screening Service Contractor Declaration, if used (ii) A copy of certification issued by a Certification Body
<input type="checkbox"/>	(i) Screening Equipment (*)	P.19	(i) Technical Specifications (ii) Documents demonstrated that the equipment are certified by other authorities (iii) Operations Manual (iv) A copy of Factory Acceptance Test (FAT) and Site Acceptance Test (SAT) report of each screening equipment (v) A copy of P1/ P2 license issued by Radiation Board of each screening equipment, if applicable (vi) ETD alarm resolution procedure, if applicable (vii) Revised warehouse floor plan, clearly indicating the proposed location of the new screening equipment, if applicable
<input type="checkbox"/>	(j) Secure Transportation (*) (Effective date: _____)	P.21 to 22	(i) A copy of Transportation Contractor Declaration, if used (ii) Photos of the proposed secure transportation measure(s)

(*) The CAD may arrange an inspection to assess the proposed changes for these items.

Anti-bribery Reminder

Anyone, while having dealings of any kind with the Civil Aviation Department (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.

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