

**HANDLING PROCEDURES
FOR
REGULATED AIR CARGO SCREENING FACILITIES (RACSF)**

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Revision 1	November 2021
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Notes:

The Handling Procedures for RACSF is a living document and may be revised and updated from time to time.

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Record of Amendments

<i>Revision (Rev.) No.</i>	<i>Amendment (Amdt.) No.</i>	<i>Date</i>
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PART A

1. ALLOCATION OF REGULATED AIR CARGO SCREENING FACILITY (RACSF) CODES

1.1 Registration of RACSF is site-specific. Civil Aviation Department (CAD) allocates a RACSF code to each accepted site on CAD's register in accordance with the format below:

"RF" + Unique registration number (4 digits) example: "RF1234"

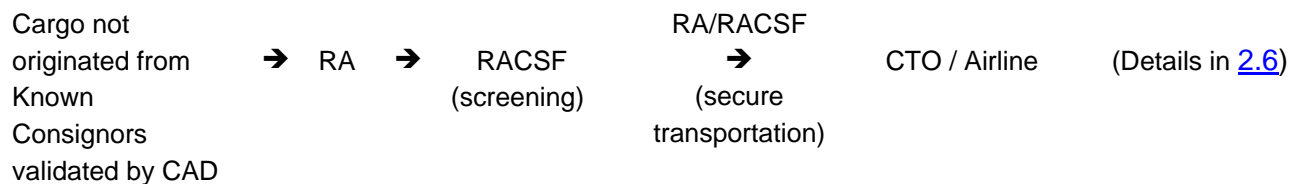
1.2 CAD maintains a register of valid RACSFs. The register is available at the CAD website:-

http://www.cad.gov.hk/english/icao2021_regracsf.html

2. PROCESSES OF CARGO FROM REGULATED AGENTS (RAs)

2.1 Under the RACSF scheme, an RA may tender unknown cargo to an RACSF for security screening at their premises. After security screening, the RA or the RACSF shall be responsible for the secure transportation of the screened cargo (SPX cargo) from the RACSF to the Cargo Terminal Operator (CTO) / airline before they can be accepted for carriage onboard commercial aircraft. Below is a typical channel through which a consignment can be offered to an airline under the Regulated Agent Regime (RAR) and RACSF scheme.

Note: "RA" = Regulated Agent
"CTO" = Cargo Terminal Operator
"RACSF" = Regulated Air Cargo Screening Facility



2.2 An RACSF shall only receive cargo from RAs for security screening. An RACSF shall not directly receive cargo from non-RAs or unknown consignors for security screening, unless the RACSF itself is an RA and is eligible to annotate the security status ("SPX") of the screened cargo and its RA code on the shipping documents before tendering the cargo to CTOs / airlines.

2.3 Cargo Acceptance Procedures by RACSF include: -

(a) Documentation Check

- (i) Consignment of cargo shall be accompanied by shipping documents, including Master Air Waybill (MAWB) (where applicable) and House Air Waybill (HAWB) / Shipper's Letter of Instruction (SLI).
- (ii) The shipping documents shall contain at least the following information:
 - nature / content of the consignment; and
 - quantity of the consignment (including weight, number of packages, dimension / volume).
- (iii) The status of the tendering RA shall be checked against CAD's register.
- (iv) 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 authorised representative of the tendering RA, the cargo processing contractor or the transportation contractor of the tendering RA.

- (b) Appearance Check
 - (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 [2.3\(a\)](#) above.
 - (ii) The packaging of the consignment shall be reasonably examined for any signs of tampering and suspicion, such as:-
 - signs of reseal or forcible opening;
 - unreasonable packaging; or
 - wires, oil stains or other indications that the consignment may contain explosives or incendiary devices.

2.4 Cargo Acceptance Procedures by CTO / airline include:

- (a) Documentation Check
 - (i) Consignment of cargo shall be accompanied by shipping documents, including MAWB and HAWB / SLI and / or other types of shipping documents, where applicable.
 - (ii) The shipping documents shall contain at least the following information.
 - nature / content of the consignment;
 - quantity of the consignment (including weight, number of packages, dimension / volume); and
 - RA code of the tendering RA and security status of the cargo consignment, if the consignment is received from a RA.
 - (iii) The status of the tendering RA and RACSF shall be checked (i.e. checking RA code and RACSF code against CAD's RA and RACAF registers).
 - (iv) 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 RA or RACSF, the warehouse / cargo processing contractor or the transportation contractor of the RA or RACSF.
- (b) Appearance Check
 - (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 [2.4\(a\)](#) above.
 - (ii) The packaging of the consignment shall be reasonably examined for any signs of tampering and suspicion, such as:-
 - signs of reseal or forcible opening;
 - unreasonable packaging; or
 - wires, oil stains or other indications that the consignment may contain explosives or incendiary devices.

2.5 Retention of Documentations

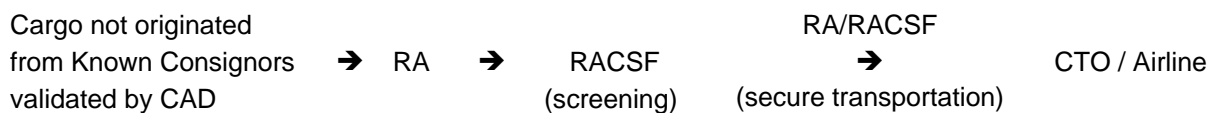
- (a) The following documents# shall be maintained for every consignment of air cargo for a period of at least **3 months** after screening is conducted:
 - (i) Security screening log
 - (ii) Copies of security screening receipts*
- (b) The following records of security integrity of cargo consignments shall be maintained, where applicable, for every consignment of air cargo for a period of at least **31 days** after screening is conducted:
 - (i) CCTV records
 - (ii) Register of security seals used for tendering known cargo (A sample is attached at [Annex 1](#) for reference)
 - (iii) Pre-declaration for tendering known cargo to other RA/RACSF (A sample is attached at [Annex 2](#) for reference)
 - (iv) For x-ray screening: X-ray images or recordings of screened cargo

- (v) For hand search / physical check at piece level conducted: Photo records for each piece (at least one photo showing the exterior of the box with the cargo label clearly shown if any, and at least one photo showing the interior of the box and the searched commodities)
 - (vi) For Explosive Trace Detection (ETD) screening conducted: Analysis results of ETD (e.g. by using the recording function of the ETD equipment)
- (c) The following documents shall be maintained **as long as an RACSF continues to hold a status of RACSF:**
- (i) RACSF Security Programme (RACSF SP) including Screening Service Contractor Declaration, Cargo Processing Contractor Declaration and Transportation Contractor Declaration, if any (for RACSF).
 - (ii) Certificates of RACSF training organised by training institutes.

Documentation and recording by electronic means are acceptable provided that copies can be made available upon inspection by CAD.

* If the RACSF belongs to (i.e. is a self-provided warehouse of) an RA, it may not need to issue receipts to itself after conducting self-screening of air cargo, provided that the RACSF has already maintained the security screening log.

2.6 Typical Cargo Flow under the RACSF Scheme



2.6.1 RA

[request RACSF to apply security screening]

2.6.1.1 Receive the consignment from the unknown consignor.

2.6.1.2 Deliver the consignment to an RACSF for security screening.

2.6.1.3 When the RA requests the RACSF to apply security screening:

2.6.1.3.1 If the consignment has been cleared by security screening by RACSF, obtain a security screening receipt from the RACSF. Annotate its RA code and the security status “SPX” on the MAWB as per the Handling Procedures for Regulated Agent Regime (RAR).

2.6.1.3.2 [Where applicable, depending on the arrangement between the RA and RACSF]

(i) If the RA is responsible for sending the screened cargo to CTO direct,

- a) it shall be delivered and safeguarded from unlawful interference using secure transportation (ST) means accepted by CAD, until acceptance by the CTO. Before tendering the cargo to CTO, a pre-declaration shall be submitted by the RA to CTO through respective CTO’s pre-declaration platform to include, at a minimum, the RACSF code, information of the ST means, seal serial number(s) and vehicle licence plate no. together with other information of the consignment (e.g. AWB / ULD no.) for the CTO to perform acceptance check as per [2.4](#). Obtain Reception Check List (RCL) from CTO.

(ii) If the screened cargo is to be sent back to the RA’s warehouse, say for palletisation, before the cargo is tendered to a CTO,

- a) ST means accepted by CAD shall be applied by RA or RACSF to protect the screened cargo from unlawful interference during transportation to the RA’s warehouse.
- b) At the RA’s warehouse, the RA shall perform the appearance check as per [2.3](#), which includes a checking on the integrity of the ST means including seal serial number(s) from the pre-declaration from the RACSF if the ST means is applied by the RACSF.

- c) ST means accepted by CAD shall be applied by RA to protect the screened cargo from unlawful interference during transportation to the CTO. Before tendering the cargo to CTO, a pre-declaration shall be submitted by the RA to CTO through respective CTO's pre-declaration platform to include at a minimum, the RACSF code, information of the ST means, seal serial number(s) and vehicle licence plate no. together with other information of the consignment (e.g. AWB / ULD no.) for the CTO to perform acceptance check as per [2.4](#). Obtain RCL from CTO.

(iii) If the RA tenders the screened cargo to another RA / RACSF, say for palletisation, before the cargo is tendered to a CTO,

- a) ST means accepted by CAD shall be applied by the RA / RACSF to protect the screened cargo from unlawful interference during transportation to the receiving RA / RACSF. Before tendering the cargo to RA / RACSF, a pre-declaration shall be submitted by the RA / RACSF to the receiving RA / RACSF which shall include, at a minimum, the company names and RA / RACSF codes of the RA / RACSF, date and time of dispatch, the seal serial number(s), MAWB / HAWB / ULD no. and vehicle licence plate no. for the receiving RA / RACSF to perform acceptance check as per [2.3](#). A sample of such pre-declaration is attached at [Annex 2](#).

2.6.1.4 Deliver the MAWB and RCL to the airline.

2.6.2 RACSF [When the RA requests the RACSF to apply security screening]

2.6.2.1 Perform the acceptance check as per [2.3](#).

2.6.2.2 Apply security screening as requested by the RA.

2.6.2.3 Under the CAD's air cargo security regime, x-ray screening shall be conducted as the primary screening method for air cargo. Yet, for cargo which are difficult or cannot be screened by x-ray equipment, RACSFs may, taking into consideration the nature and content of the cargo, apply one of the following alternatives:

- (i) Search by hand or physical check at piece level;
- (ii) Explosive trace detection (ETD); or
- (iii) Other screening methods proposed by RACSFs and accepted by the CAD.

RACSFs are reminded that the above alternative screening methods shall only be used if the cargo is genuinely not practicable to be screened using x-ray equipment. Their use should be restricted, and should not be used simply for the sake of convenience or due to the value of the cargo. Where a cargo consignment cannot be effectively screened using one of the above screening methods, or even a combination of such, the consignment shall be rejected for carriage onto aircraft.

2.6.2.4 Record details of the consignment screened and the result of security screening on a **security screening log**. 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 air 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 identity of the screener (e.g. screener identification no). Sample of the security screening log is attached at [Annex 3](#).

2.6.2.5 Issue a **security screening receipt** to the RA, which serves as a document proof that the cargo has been screened at the RACSF. The security screening receipt shall include, at a minimum, the company name of the client RA, MAWB / HAWB no., gross weight, no. of pieces, date and time of screening. The RACSF shall also indicate on the receipt:

- (i) that the cargo have been "SECURITY CHECKED";

- (ii) the screening method (s) adopted (e.g. "x-ray", "hand search", "ETD") [**Note: The latter two are alternative screening methods which can only be used for screening of air cargo which are difficult or cannot be screened by x-ray equipment as per [2.6.2.3](#).** Please refer to the document, Guidelines for Screening of Air Cargo which are Difficult or Cannot Be Screened by X-ray Equipment, which is a restricted document distributed to CTOs and RACSFs only.];
- (iii) the company name of the RACSF (e.g. in company chop); and
- (iv) the RACSF code assigned by CAD.

Sample of a security screening receipt is attached at [Annex 4](#).

2.6.2.6 Safeguard the consignment from unlawful interference after its reception.

2.6.2.7 [Where applicable, depending on the arrangement between the RA and RACSF]

2.6.2.7.1 If the RACSF is responsible to send the screened cargo to CTO direct,

- (i) it shall be delivered and safeguarded from unlawful interference using ST means accepted by CAD, until acceptance by the CTO. Before tendering the cargo to CTO, a pre-declaration shall be submitted by the RA / RACSF to CTO through respective CTO's pre-declaration platform to include, at a minimum, the RACSF code, information of the ST means, seal serial number(s) and vehicle licence plate no. together with other information of the consignment (e.g. AWB / ULD no.) for the CTO to perform acceptance check as per [2.4](#). Obtain RCL for the RA.

2.6.2.7.2 If the RACSF sends back the screened cargo to the RA or further tenders it to another RA / RACSF, say for palletisation, before the cargo is tendered to a CTO,

- (i) ST means accepted by CAD shall be applied by the RACSF to protect the screened cargo from unlawful interference during transportation to the receiving RA / RACSF. Before tendering the cargo to the RA / RACSF, a pre-declaration shall be submitted by the RACSF to the receiving RA / RACSF which shall include, at a minimum, the company names and RA / RACSF codes of the RA / RACSF, date and time of dispatch, the seal serial number(s), MAWB / HAWB / ULD no. and vehicle licence plate no. for the receiving RA / RACSF to perform acceptance check as per [2.3](#). A sample of such pre-declaration is attached at [Annex 2](#).

2.6.2.8 The security screening log and copies of security screening receipt shall be kept for a period of at least **3 months** after screening is conducted. Documentation and recording by electronic means are acceptable provided that copies can be made available upon inspection by CAD. The RACSF shall also maintain the records of security integrity of cargo consignments for at least **31 days** as per [2.5](#) above.

2.6.2.9 When conducting security screening, if a security screener detects anomalies or is uncertain about the nature of the items displayed in the x-ray image during screening, screeners should report to the supervisor / responsible staff of the RACSF, who should check against the cargo description on the shipping documents available at the time (e.g. under the field "nature and quantity of goods" on SLI or HAWB) and any other supplementary documents to ascertain whether there is any anomaly. Should there be any doubts, it is advisable for the supervisor / responsible staff of the RACSF to contact the RA for clarifications, and request the RA's consent for an open-box check if needed. If there is unresolved suspicion or if suspect explosive or incendiary device has been detected, the procedures stipulated under Part II Section 13(b) and (c) of the RACSF SP shall be followed.

Note:

If the RACSF belongs to (i.e. is a self-provided warehouse of) an RA, it shall perform both the role of an RA and an RACSF in [2.6.1](#) and [2.6.2](#) above. If the RA in question performs self-screening of air cargo using its RACSF status, it may not necessarily issue security screening receipts to itself as required by [2.6.2.5](#) above, provided that the RA has already maintained the security screening log as required in [2.6.2.4](#) above.

2.6.3 CTO

2.6.3.1 Receive the physical consignment from the RA or RACSF. Perform the acceptance check as per [2.4](#) where applicable. Issue RCL.

2.6.3.2 Safeguard the consignment from unlawful interference after its reception.

2.6.3.3 Apply further security screening if required by the airline.

2.6.3.4 Record the applied security screening and maintain the record of security screening for a period of at least **3 months** after the consignment is flown and maintain the x-ray images / recordings of screened cargo / photo records of hand search or physical check at piece level / analysis results of ETD for at least **31 days**. Documentation and recording by electronic means are acceptable provided that copies can be made available upon inspection by CAD. The CTO shall also maintain the records of security integrity of cargo consignments for at least **31 days** as per [2.5](#) above.

2.6.4 Airline

2.6.4.1 Confirm the status of known cargo (i.e. SPX) by checking the MAWB, and receive the RCL.

2.6.4.2 Perform the acceptance check as per [2.4](#) where applicable.

2.6.4.3 Instruct the CTO to apply further security screening if the above acceptance check is unsatisfactory or when the airline deems it necessary.

2.6.4.4 Keep the shipping documents and RCL for at least **31 days** after the consignment is flown, for inspection by CAD. Documentation and recording by electronic means are acceptable provided that copies can be made available upon inspection by CAD.

PART B

1. ABOUT THE REGULATED AIR CARGO SCREENING FACILITIES (RACSF) SCHEME

1.1 To comply with the international standards of Annex 17 to the Convention on International Civil Aviation (Aviation Security – Safeguarding International Civil Aviation Against Acts of Unlawful Interference), Hong Kong has incorporated the Regulated Agent Regime (RAR) in the Hong Kong Aviation Security Programme which is enforceable under the Aviation Security Ordinance since March 2000. The regime was formulated after consultation with the air cargo industry representative bodies like the Hong Kong Shippers' Council, Hong Kong Association of Freight Forwarding and Logistics Limited (HAFFA) and aircraft operators (airlines).

1.2 In September 2016, the International Civil Aviation Organisation (ICAO) announced a policy direction to further enhance international standards on air cargo security. The policy direction requires that consignors not subject to approval by the Aviation Security Authority should be phased out by 30 June 2021. Under this new policy, consignors either have to:-

- i. be approved by the appropriate authority as a “validated” Known Consignor (KC), or
- ii. become an “unknown consignor” with all cargo subject to 100% security screening prior to being loaded onto a commercial aircraft.

To comply with the policy direction, CAD has enhanced the RAR and launched the Regulated Air Cargo Screening Facility (RACSF) scheme in 2018 and the KC validation scheme in 2020 after consultation with the air cargo industry representative bodies.

1.3 The five main entities under the RAR are aircraft operator (airline), cargo terminal operator (CTO), regulated agent (RA), known consignor (KC) and regulated air cargo screening facility (RACSF). The typical flow of air cargo through air cargo supply chain via RACSF is mentioned in Part A Section [2.1](#). The RACSF scheme was launched to enable and regulate air cargo screening at off-airport locations.

2. NOTICES TO RACSF

2.1 All RACSFs shall comply with all the requirements and directions contained in the Notices to RACSFs given from time to time by the CAD. RACSFs will normally receive an e-mail from the CAD when a Notice is given to them. Notices to RACSFs are available at CAD website:

https://www.cad.gov.hk/english/icao2021_notices.html

3. RACSF TRAINING

3.1 REQUIREMENTS

3.1.1 Each RACSF 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 in the RACSF Security Programme (RACSF SP), i.e. Part II of the Application for Registration as RACSF for Off-airport Air Cargo Screening. The RACSF shall ensure that the two NPs have successfully completed an RACSF Security Training Programme run by training institutes acceptable to the CAD. Upon successful completion of the Training Programme, training certificates will be issued to individual candidates. All training certificates carry a validity of 3 years. RACSFs shall arrange for their staff to complete the Training Programme for revalidation of the training certificates for another 3 years before the expiry of the RACSF training certificates. RACSFs who have their trained staff left their companies should arrange training for their replacement staff to comply with the above training requirements within 3 months after the departure of the trained staff.

3.1.2 All other staff members of RACSF and their contractors with access to consignment designated as air cargo shall be required to complete both initial and refresher security awareness training to understand the principles of the air cargo security regime in Hong Kong and requirements for RACSF. 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. A sample of such internal security awareness training record can be downloaded at CAD website:

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

3.1.3 For the course organisers offering RACSF security training programme, please refer to CAD website:

https://www.cad.gov.hk/english/icao2021_training.html

3.2 SYLLABUS OF RACSF TRAINING AND REVALIDATION TEST

1. Objective of cargo security

- (a) To prevent the unauthorized carriage of explosives and incendiary devices in the consignments of cargo intended for carriage on commercial aircraft

2. International and local requirements

- (a) Annex 17 to the Convention on International Civil Aviation
- (b) Background of ICAO new policy direction
- (c) Aviation Security Ordinance (Cap. 494) and Aviation Security Regulation (Cap. 494A)
- (d) Security Programme
 - i. Hong Kong Aviation Security Programme
 - ii. Aircraft Operator Security Programme / Regulated Air Cargo Screening Facility Security Programme / Regulated Agent Security Programme / Known Consignor Security Programme
- (e) Handling Procedures for regulated agent regime (RAR), regulated air cargo screening facilities and known consignors
- (f) Notice to regulated agents, regulated air cargo screening facilities and known consignors

3. Threats and risks to civil aviation

- (a) Previous acts of unlawful interference with civil aviation and terrorist acts, and potential consequences in case of insufficient safeguarding or complacency

4. Identification of potential threats and recognition of suspicious behavior or activities

5. Key parties of air cargo security regime

- (a) 5 main parties of the regime (aircraft operator, cargo terminal operator, regulated air cargo screening facility, regulated agent and known consignor)
- (b) Definition and responsibilities of aircraft operator, cargo terminal operator, regulated air cargo screening facility, regulated agent and known consignor

6. Known cargo and unknown cargo handling procedures

- (a) Classification of known cargo (SPX cargo) and unknown cargo
- (b) Procedures for handling known cargo (SPX cargo) and unknown cargo

7. Exempted cargo

8. Physical protection of cargo

- (a) Warehouse security (physical measures, access controls, segregation of screened cargo from unknown cargo and protection of screened cargo prior to loading into trucks)
- (b) Chain of custody – Secure Transportation (driver, vehicle, secure transportation means)

9. RACSF Training for Nominated Persons and Security Awareness Training

10. Personnel security

- (a) Pre-employment and recurrent background check of staff and contractors

11. Cargo screening

- (a) Documentation and Appearance Check
- (b) Cargo screening process (security screening methods, unresolved suspicion and/or discovery of incendiary or explosive devices, and screening records)

12. Security screeners

- (a) Selection criteria (medical, educational, and other criteria)
- (b) Training and certification (Certification Body, on-the-job supervised operational attachment, evidence of certification, monitoring of screeners' performance, and training and proficiency assessment records)
- (c) Working hours

13. Screening equipment

- (a) Requirements and documents required

14. Handling Procedures for RACSF

15. Maintenance of documents

- (a) Required documents
- (b) Document retention period
- (c) Confidentiality

16. Treatment of high-risk cargo (including suspect cargo)

- (a) Actions on high-risk cargo (including suspect cargo)
- (b) Actions on unresolved suspicions
- (c) Actions when explosive or incendiary device identified

17. Self-assessment and regulatory oversight

4. EXEMPTED CARGO

4.1 Certain categories of cargo are exempted from security controls (including security screening). The exempted cargo shall be clearly declared on shipping documents as such and be accompanied with, if any, necessary documents as required by relevant Hong Kong SAR or overseas government's department for tendering the cargo (e.g. sanitary certificate). They include:

- (a) transit cargo, provided that it is protected against unauthorized interference;
- (b) transfer cargo, provided that it is protected against unauthorized interference;
- (c) human remains / ashes;
- (d) livestock;
- (e) biomedical samples, vaccines and other perishable medical items;
- (f) life-sustaining items such as blood, blood products, bone marrow and human organs;
- (g) official diplomatic bags / pouches, in accordance with the provisions of the Vienna Convention; and
- (h) radioactive materials packaged according to ICAO Doc 9284 and identified as such, or items that will endanger the life of health of screeners.

(Only (c) – (h) are relevant to RACSFs as (a) and (b) are handled by CTOs.)

4.2 In order to ensure that the above categories of cargo are secure for transport by air, prior to acceptance such cargo should be:

- (a) clearly declared on shipping documentation as such, and have undergone a verification process to ensure that the cargo matches the description on the documentation (e.g. air waybill);
- (b) physically checked on receipt for any signs of tampering;
- (c) subject to documentary checks and direct verification, such as by a telephone call to the consignor, in order to establish their bona fide status; and
- (d) reasonably safeguarded from unauthorised interference until it has been accepted by CTOs.

4.3 For livestock, all accompanying items, such as feedbags, cages and containers, should be subjected to security screening and appropriate security control in addition to those described in 4.2 above.

5. NOTIFICATION OF CHANGE OF RACSF SECURITY PROGRAMME

5.1 As stipulated in the Declaration of Compliance – RACSF (i.e. Part III of the form of Application for Registration as RACSF for Off-airport Air Cargo Screening), a RACSF shall inform the CAD in writing as soon as reasonably possible if there is any change of the information contained in the application form, including the RACSF SP. A RACSF can do so by submitting a duly completed Notification of Change of RACSF Security Programme by fax: 2362 4257 or by e-mail to racsf@cad.gov.hk.

5.2 The Notification of Change of RACSF Security Programme might be updated from time to time. Please refer to the website below for the most up-to-date form:

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

6. RACSF REGULAR SELF-ASSESSMENT

- 6.1 RACSF shall conduct regular self-assessment with reference to the RACSF SP and the Handling Procedures for RACSF, at least once every two years, in order to identify 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.
- 6.2 A sample checklist for regular self-assessment can be downloaded at:
https://www.cad.gov.hk/english/icao2021_form.html

7. REGULATORY OVERSIGHT BY CAD

- 7.1 RACSFs are subject to announced and unannounced inspection by CAD for the purpose of monitoring the compliance with the relevant security requirements stipulated in their RACSF SP, the Handling Procedures for RACSF, notices and any other directions given from time to time by CAD.
- 7.2 Failure to comply with the stipulated requirements may lead to the request of submission of a Corrective Action Plan (CAP) to CAD. **Major deficiencies identified or failure to implement CAP may result in suspension or de-registration of the RACSF status.** The following are some non-exhaustive examples of **major deficiencies**:
- a) tendering unscreened cargo as screened cargo;
 - b) failing to prevent unlawful interference or ensure tamper evidence of screened cargo (including not using Secure Transportation (ST) means accepted by CAD when transporting screened cargo);
 - c) using unqualified security screeners or screening equipment for screening;
 - d) not having any qualified personnel to take up the position of nominated persons; and
 - e) failing to implement a previous CAP for deficiencies.
- 7.3 Please refer to Notice to RACSF 4/2021 for the detailed mechanism of handling deficiencies committed by RACSFs. The link is as follows:
https://www.cad.gov.hk/english/pdf/Notice_to_RACSF_4-2021.pdf

Annex 1

Register of Security Seals Used for Tendering Known Cargo

S/N	Date	Departure Time from RACSF	Truck No.	To which CTO / RA / RACSF	MAWB No.	ULD No.	(A1) Type of Secure Net used	(A2) Seal No. of Secure Net	Or (B) Seal No. for Box Truck	Or (C) Seal No. for ULD Container
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										

Annex 2

**ABC X-ray Services Ltd. (RF9876) – Pre-declaration for Tendering
Known Cargo to Other RA / RACSF**

Known cargo tendering to : XYZ Freight Forwarding Ltd.
(RA Code: XXXXX)

Date & Time of Dispatch : 10/10/2020 22:59

Seal Serial No. : ABC1234567,
ABC1234568

MAWB / HAWB No. : 168-21059399

Vehicle Licence Plate No. : VH 1234

Details of the known cargo

S/N	Piece(s)	Gross Weight (Kg)
1	13	312.00
2	1	1000.00
Total	: 14	1312.00

Signature with company chop

Chan Tai Man

ABC X-ray Services Ltd.

Note:

This is only a sample of the Pre-declaration for tendering known cargo to other RA / RACSF. KCs / RAs / RACSFs may design their own format as long as all the required information can be covered.

Annex 3

RACSF (RF9876) Security Screening Log

(1) Date	(2) Time	(3) Company name of client RA	(4) MAWB / HAWB No.	(5) Gross Weight (kg)	(6) No. of Pieces	(7) If alternative primary screening method(s) other than x-ray (e.g. hand search / ETD) have been applied, please specify:	(8) If secondary screening (e.g. hand search / ETD) has been applied, please specify:	(9) Overall result of screening (pass / reject)	(10) Reason of rejection, if applicable	(11) Name / identity no. of Screener	(12) Remarks

Note:

- 1) This is only a sample of the RACSF security screening log. **RACSF operators may design their own format as long as all the required information can be covered.**
- 2) The security screening log can be kept in electronic format (e.g. scanned copies or stored within a computer system) or in hardcopies.

Annex 4

ABC X-ray Services Ltd. (RF9876) – Security Screening Receipt

Security Screening : 0001508
Receipt No.

Screening Date & Time : 10/10/2018 21:59

Client : XYZ Freight Forwarding Ltd.
(RAXXXXX)

MAWB / HAWB No. : 168-21059399

Details

S/N	Piece(s)	Gross Weight (Kg)	Screening Method(s) Adopted
1	13	312.00	X-ray
2	1	1000.00	ETD

Total : 14 1312.00

**SECURITY CHECKED
RF9876**

Signature with
company chop

Chan Tai Man

ABC X-ray Services Ltd.

Note:

This is only a sample of the RACSF security screening receipt. RACSF operators may design their own format as long as all the required information can be covered.