

# Regulated Air Cargo Screening Facility (RACSF) Cargo Processing Contractor Declaration



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

*(To be completed and signed by the person-in-charge of the cargo processing contractor company)*

I, for and on behalf of, \_\_\_\_\_ (company name of cargo processing contractor) hereby declare to:

\_\_\_\_\_ (company name of the RACSF who engages my company to provide cargo processing service) (hereafter referred to as "the principal") at \_\_\_\_\_ (Site Address)

that when collecting, storing, consolidating and / or dispatching consignment designated as air cargo to which security screening has been conducted (i.e. SPX cargo) on behalf of the principal at the specified site address, the following security procedures shall be adhered to / have been complied with:-

- (a) The identity of each cargo processing staff with access to consignment designated as air cargo and / or related documents shall be established by means of documentary evidence such as a national identity card or passport.
- (b) Each cargo processing staff with access to consignment designated as air cargo and / or related documents has received the initial and recurrent security awareness training set out in Part II Section 7 of the principal's RACSF Security Programme (SP), and shall continue to comply with the requirement.
- (c) The security procedures set out in Part II Sections 5, 8.2, 8.4, and 11.2(b) of the principal's RACSF SP, where applicable, shall be adhered to.
- (d) The personnel security procedures (including pre-employment and recurrent background checks) set out in Part II Section 6 of the principal's RACSF SP have been and shall continue to be complied with to ensure that cargo processing staff members are reliable and that they would not pose a potential threat to civil aviation.
- (e) Recruitment records, subsequent assessment records and recurrent background check records of warehouse staff members shall be kept for at least the duration of employment plus one year.
- (f) Cargo processing service shall not be further sub-contracted to a third party, unless the third party has also signed a "Cargo Processing Contractor Declaration" with the principal for the specified site address.

I understand that making false declaration knowingly may be liable to prosecution and I accept the responsibility for this declaration.

Full Name (in block letter): \_\_\_\_\_ (as appeared on HKID / passport)

Position in Company: \_\_\_\_\_

Signature: \_\_\_\_\_

Company Chop: \_\_\_\_\_

Company Address: \_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

- Note**
- 1 This Declaration shall be renewed every 2 years.
  - 2 This Declaration shall be completed and signed by the person-in-charge of the cargo processing contractor company.
  - 3 The original of this Declaration shall be retained by the RACSF with a copy provided to the cargo processing contractor company.