



Application for Validation as Known Consignor

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

Part I - Application Notes

Section 1 - General Information

- (1) Applicant should read this part carefully for guidance on the completion of this application form and the submission of the relevant documents.
- (2) Applicant must complete all applicable parts in block letters using black or blue pen.
- (3) ☐ Please tick in the appropriate box.
- (4) No fee will be charged for the application for registration as a validated Known Consignor (KC).
- (5) The processing time for an application is 14 working days, counted from the date of receipt of ALL required documents for the application.
- (6) 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 vkcc@cad.gov.hk

Section 2 - Special Information

- (7) This form should be used for applying the status of validated KC for Hong Kong-based consignors which originate air cargo from a secure facility within Hong Kong. A transitional arrangement has been put in place for Regulated Agents to progressively increase the required screening percentage for Known Cargo consigned by existing KCs and account consignors (ACs), which have not been validated by CAD, from 1% to 100%, to be achieved four months before the deadline imposed by International Civil Aviation Organization (ICAO) of 30 Jun 2021. By 1 March 2021, all existing KCs and ACs which have not been validated by CAD will be phased out. After 1 March 2021, Known Cargo (SPX) will be referred as cargo tendered by a KC validated by the CAD, or cargo which has been subjected to security screening.
- (8) Registration of validated KC is site-specific: A facility within Hong Kong at which air cargo is originated (i.e., the production and/or assembly of cargo takes place) will be subjected to on-site inspection(s) by CAD to validate the facility against the information, procedures and measures as contained in the applicant's Known Consignor Security Programme (KCSP) (Part II of this application form). If an applicant intends to operate facilities at more than one site, he /she is required to file separate applications to CAD for acceptance of each of these facilities.
- (9) CAD may not be able to process the application before all necessary documents are received by CAD.
- (10) In the course of processing the application, documents may be requested during or after the on-site inspection.
- (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 – KCSP 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 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.

Section 3 - Data Privacy

Purpose of Collection

Information collected from you will be used for processing your application for registration as a validated KC and other related administrative purposes. The provision of personal data is voluntary. However, if the applicant does not provide sufficient information, CAD may not be able to process your application.

Classes of Transferee

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

Access to Personal Data

The applicant has a right to access to and correct personal data held by CAD by writing 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.

Section 1 - Programme Objective

Section 2 - Particulars of Known Consignor

Section 3 - Particulars of Person-In-Charge (PIC)

(a) Full Name of PIC	(English) <i>(as appeared on HKID / passport)</i>		
	(Chinese) <i>(as appeared on HKID / passport)</i>		
(b) Position in Company			
(c) Contact Phone Number		(d) Fax Number	
(e) E-mail Address			

Accreditations, standards or certifications are not mandatory but, if provided, would help provide further information for the processing of this application.

Part II – Known Consignor Security Programme

Section 4 - Company Organization

<p>The PIC shall nominate two persons as Nominated Persons (NP) for Cargo Security accountable for overseeing the effective implementation of cargo security operations and the KC's compliance with the requirements in the Known Consignor Security Programme (KCSP). The PIC shall ensure that the two NPs have attended and completed a KC training programme at training institutes acceptable to CAD.</p>			
(a) <u>Nominated Person for Cargo Security</u>			
(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		
(vii)	Name of Training Institute		
(b) <u>Second Nominated Person for Cargo Security</u>			
(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		
(vii)	Name of Training Institute		
(c) Total number of staff members			
(d) Total number of staff members with access to air cargo and/or related documents			
(e) Please provide an organization chart of the KC containing, at a minimum, the PIC and the two NPs for Cargo Security.			

Part II – Known Consignor Security Programme

Section 5 – Scope of Operations

(a)	My company produces or manufactures, or assembles goods in a secure facility within Hong Kong in which the finished goods will be eventually transported as air cargo.	
(b)	<p>Nature of finished goods</p> <p><i>[Please describe the full range of goods for export as air cargo. If your company exports a large range of goods, please set them out in a separate attachment.]</i></p> <hr/> <hr/>	
(c)	<p>Nature of Business <i>(more than one box can be selected)</i></p> <p><input type="checkbox"/> Production / Manufacturing [Continue below]</p> <p><input type="checkbox"/> Assembly [skip part (d)]</p>	
(d)	<p>Production / Manufacturing</p> <p>(i) Production / Manufacturing includes processes that my company undertakes to transform raw materials into finished goods. Please describe the production / manufacturing process:</p> <hr/> <hr/> <p>(ii) The raw materials are visually or physically examined to ensure that no foreign objects are inserted.</p> <p>(iii) The production area is access controlled and the production process is supervised to prevent insertion of unauthorized explosives and incendiary devices into the finished goods.</p> <p>(iv) For Facility Security of the Production / Manufacturing Area, please refer to Section 6.2.</p>	
	(v)	<p>Supervision of Production Process <i>(more than one box can be selected)</i></p> <p><input type="checkbox"/> Supervised by Designated Supervisor</p> <p><input type="checkbox"/> CCTV System</p> <p><input type="checkbox"/> Others: _____</p>
	<p>(vi) The above controls shall be effective to prevent tampering at the stage of production.</p>	

Part II – Known Consignor Security Programme

Section 5 – Scope of Operations (Continue from last page)

(e) Assembly	(i) Assembly includes processes in which parts, components or semi-finished products are added / put together in sequence until the finished goods is produced. Please describe the assembly process. <hr/> <hr/>	
	Source of Inputs (ii) <i>(more than one box can be selected)</i>	<input type="checkbox"/> Sourced components <input type="checkbox"/> Semi-finished parts manufactured by other businesses <input type="checkbox"/> Others: _____
	(iii) The parts, components or semi-finished products are visually or physically examined to ensure that no unauthorized explosives or incendiary devices are present. (iv) The assembly area is access controlled and the assembly process is supervised to prevent insertion of unauthorized explosives and incendiary devices into the finished goods. (v) For Facility Security of the Assembly Area, please refer to Section 6.2.	
	Supervision of Assembly Process (vi) <i>(more than one box can be selected)</i>	<input type="checkbox"/> Supervised by Designated Supervisor <input type="checkbox"/> CCTV System <input type="checkbox"/> Others: _____
(f) Packing	(i) Packing includes the process of placing finished good inside a box, carton or other container. (ii) The packing process is supervised to prevent insertion of unauthorized explosives and incendiary devices into the packaging of the finished goods. (iii) For Facility Security of the Packing Area, please refer to Section 6.2.	
	Supervision of the Packing Process (iv) <i>(more than one box can be selected)</i>	<input type="checkbox"/> Supervised by Designated Supervisor <input type="checkbox"/> CCTV System <input type="checkbox"/> Others: _____
(g) Storage	The finished and packed goods is stored securely in the premises which meet the facility security requirements as stipulated in Section 6.2.	

Part II – Known Consignor Security Programme

Section 5 – Scope of Operations (Continue from last page)

<p>(h) Methods to identify products / items as air cargo</p>	<p><input type="checkbox"/> Not applicable. All products / items of my company shall be transported as air cargo.</p> <p><input type="checkbox"/> Specially assigning separate storage areas for products / items to be transported as air cargo.</p> <p><input type="checkbox"/> Labelling</p> <ul style="list-style-type: none"> • Please provide samples of labels for products / items identified as air cargo and other items including Unknown Cargo. • Stock of labels should be appropriately controlled and safeguarded from tampering. <p><input type="checkbox"/> Others. Please specify. _____</p>
<p>(i) <u>Consignment Integrity</u></p>	
<p>(i) Originated items</p>	<p>My company shall ensure that its consignments of air cargo do not contain any explosive or incendiary devices:</p> <ul style="list-style-type: none"> ◆ Consignments shall be protected from unauthorized interference during production, assembly, packaging, storage, and where applicable, transportation. ◆ Consignments shall be accompanied by shipping documents, including Master Air Waybill / House Air Waybill (where applicable), Shipper's Letter of Instruction and Packing List / Invoice. ◆ Finished and packed consignments shall be checked before dispatch and protected prior to loading onto vehicles. ◆ The packaging of consignments should be tamper-evident by using seals or locks, or other means of protection against unlawful interference when consignments are left unattended.
<p>(ii) Non-originated items</p>	<p>Air cargo not originated (i.e. neither produced nor assembled) in my premises shall be treated as Unknown (UNK) Cargo and subject to security screening before allowed carriage onboard an aircraft. The unknown status of air cargo consignment from other sources shall be clearly conveyed to the next entity to receive the UNK cargo for application of security screening by regulated agents, regulated air cargo screening facilities, cargo terminal operators or aircraft operators.</p> <p>My company shall ensure that consignments of cargo intended for carriage by air from other sources (i.e. non-originated items) are segregated from the consignments of air cargo originated from my company based on the measures as specified in Section 6.4.</p>
<p>Where there is any unresolved tampering, suspicion or discrepancy, the cargo shall be treated as Unknown Cargo and subject to the security screening stipulated in Part II Section 6.3(b).</p>	

Part II – Known Consignor Security Programme

Section 6 – Service Provider for Packing and Storage

6.1 Particulars of Service

(a) Personnel processing consignments (more than one box can be selected)	<input type="checkbox"/> Own staff members [Go to 6.2] <input type="checkbox"/> Contractor staff [Continue below]
(b) Area of business that involve contractor staff (tick the appropriate box)	<input type="checkbox"/> Packing <input type="checkbox"/> Storage <input type="checkbox"/> Other, please specify: _____ Note: The areas for packing and storage shall be in the same site as declared in Section 2(b).
(c) <u>Packing / Storage* Contractor</u> (if any) (*please delete as appropriate)	
(i) Name of Packing / Storage* Contractor	(English) _____ (as appeared on Packing / Storage* Contractor Declaration) (Chinese) _____ (as appeared on Packing / Storage* Contractor Declaration)
(ii) Contractor's Person-In-Charge	_____ (as appeared on Packing / Storage* Contractor Declaration)
(iii) Contact Phone Number	_____
(iv) Monitoring of Contractor Performance (more than one box can be selected)	<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 Packing / Storage Contractor Declaration (available from CAD website) shall be duly completed by the packing / storage contractor and submitted to KC.

Part II – Known Consignor Security Programme

6.2 Facility Security

Premises for production, assembly, packing and storage of consignments of air cargo shall be secured and access controlled to prevent and detect unauthorized access.

(a) Physical Security	<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 producing, assembling, packing and storing the consignment against unauthorized 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. <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 production, assembly, packing and storage facilities.(iv) Only vehicles involved in cargo transportation should be allowed to enter and park inside cargo loading or unloading area.
(b) Access Control	<p><u>Compulsory Measures</u></p> <ul style="list-style-type: none">(i) Access to cargo production, assembly, packing and storage 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 the production, assembly, packing and storage facilities, please provide a sample of the permit.

Part II – Known Consignor Security Programme

6.3 Known Cargo (SPX Cargo) and Unknown Cargo (UNK Cargo)

(a) Definition	<p>Before 1 March 2021, Known Cargo (SPX cargo) is cargo which originated from a Known Consignor validated by CAD; or cargo which has been subjected to security screening (i.e. screened cargo); or cargo from a Known Consignor recognised by and consigned through a regulated agent to which appropriate security controls have been applied. SPX cargo is secure for carriage onboard both passenger and all-cargo aircraft.*</p> <p style="text-align: center;">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 (including the items not originated from a Known Consignor); or• any Known Cargo which passes out of the custody of an aircraft operator (airline), a regulated agent, a Regulated Air Cargo Screening Facility (RACSF), a Known Consignor, or their contractors involved in the security supply chain.
(b) Security Screening on UNK cargo	<p>For UNK cargo handled by my company, its status as UNK cargo shall be clearly conveyed to the next entity to receive such cargo for security screening by a regulated agent, a regulated air cargo screening facility, a cargo terminal operator or an aircraft operator. UNK cargo shall be cleared by security screening before loaded onto aircraft.</p> <p>For treatment of suspect cargo, please refer to Section 6.6.</p>

* Note:

On **1 March 2021 and onwards**,

- 1) All existing KCs and ACs which have not been validated by the CAD will be phased out.
- 2) Known Cargo (SPX) is cargo from a KC validated by the CAD, or cargo which has been subjected to security screening.

Part II – Known Consignor Security Programme

6.4 Segregation of Known Cargo (SPX cargo) from Unknown Cargo and Protection of Known Cargo Prior to Loading onto Trucks

(a) Segregation of Known Cargo from Unknown Cargo	<p>Known 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 Known cargo (SPX cargo) and Unknown (UNK) cargo<input type="checkbox"/> Labelling (refer to section 5(h))<input type="checkbox"/> Others. Please specify. _____
(b) Prevention of Unlawful Interference on Known Cargo	<ul style="list-style-type: none">(i) Known Cargo (SPX cargo) shall be held in cages, compartments, rooms or buildings that are secured against unauthorized 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 Known Cargo (SPX cargo) has to be consolidated or further processed before loading onto trucks, KC shall provide continuous monitoring of the Known Cargo (SPX cargo) by personnel and supplement by CCTV surveillance and recording. In the event that CCTV surveillance and recording of Known Cargo (SPX cargo) and consolidated cargo is not feasible, KC shall put in place alternative means to ensure the security of the cargo concerned, e.g. having the cargo wrapped in tamper-evident wrapping sheets / covers / nets immediately after consolidation. KC 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. KC 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.

6.5 Facility Floor Plan

<p>Please provide a floor plan of all cargo processing areas including but not limited to the locations of:-</p> <ul style="list-style-type: none">• access points and security installations stipulated in Part II Section 6.2, and• specially assigned storage areas specified in Part II Section 5(h) and 6.4 if any.

Part II – Known Consignor Security Programme

6.6 Treatment of Suspect Cargo

<p>(a) High Risk-cargo (Including Suspect Cargo)</p>	<p>(i) Cargo presented by an unknown entity, or showing signs of tampering, shall be considered high risk if, in addition, it meets one of the following criteria:-</p> <ul style="list-style-type: none"> • Specific intelligence indicates that the cargo poses a threat to civil aviation; or • The cargo shows anomalies that give rise to suspicion; or • The nature of the cargo is such that baseline security measures alone are unlikely to detect prohibited items that could endanger the aircraft. <p>Regardless of whether the cargo comes from a known or unknown entity, specific intelligence may render it as high-risk.</p> <p>(ii) Any suspicion, such as sign of tampering, inconsistency between consignment appearance and shipping documents, should be resolved before tendering to RAs or aircraft operators (airlines) for carriage by air. This could include signs that the goods have been opened, are an irregular shape, size or weight, have an unusual smell or leakage or show any other anomalies. After resolving the suspicion, the cargo shall be rechecked and repacked. KC shall record the event and response activities.</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"> • 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 CAD:-</p> <p>Attention: Aviation Security Section, Airport Standards Division, Civil Aviation Department</p> <p>Address: Level 5, Office Building, Civil Aviation Department Headquarters, 1 Tung Fai Road, Hong Kong International Airport, Lantau, Hong Kong SAR</p> <p>E-mail: apsd_sec@cad.gov.hk</p> <p>Fax: 2362 4257</p> <p>(ii) My company shall treat other consignments tendered by my company as Unknown Cargo.</p>

Part II – Known Consignor Security Programme

Section 7 – Transportation Service

7.1 Particulars of Service

(a)	My company will provide cargo transportation service (on my own / by contracted service providers). <i>(tick the appropriate box)</i>	<input type="checkbox"/> Yes [Continue below] <input type="checkbox"/> No [Go to Section 8]
(b)	Type of Transportation Service <i>(tick the appropriate box)</i>	<input type="checkbox"/> Self-provided [Go to Section 7.2] <input type="checkbox"/> Contracted out [Continue below]
(c) <u>Transportation Contractor</u> <i>(if applicable)</i>		
(i)	Name of Transportation Contractor	(English) <i>(as appeared on Transportation Contractor Declaration)</i>
		(Chinese) <i>(as appeared on Transportation Contractor Declaration)</i>
(ii)	Contractor's Person-In-Charge	<i>(as appeared on Transportation 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 Transportation Contractor Declaration (available from CAD website) shall be duly completed by the transportation contractor and submitted to KC.	

Part II – Known Consignor Security Programme

7.2 Measures of Transportation Security

(a) Driver	<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>
(b) Vehicle	<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> <ul style="list-style-type: none"> • For boxed trucks, locks with numbered tamper-evident seals should be used, and the KC should demonstrate that access to such seals and locks are 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>(iii) 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.</p> <p>(iv) If numbered tamper-evident seals are used, access to such seals shall be controlled and the seal numbers shall be recorded.</p> <p><u>Proposed vehicle security measures (see (b)(ii) above)</u></p> <p>(1) <u>If Boxed Trucks are used:</u></p> <p><input type="checkbox"/> Locks with numbered tamper-evident seals</p> <p>(2) <u>If Open Trucks are used:</u></p> <p><input type="checkbox"/> Use of tamper-evident wrapping sheets / covers / nets:</p> <p style="margin-left: 40px;"><input type="checkbox"/> with numbered tamper-evident seals; or</p> <p style="margin-left: 40px;"><input type="checkbox"/> without numbered tamper-evident seals (Please specify the vendor and product name*: _____)</p> <p><input type="checkbox"/> Alternative means to secure cargo on open trucks (Please specify the vendor and product name*: _____)</p>

*For the vendor and product name of secure transportation means accepted by CAD, please refer to CAD website: https://www.cad.gov.hk/english/icao2021_ts.html.

Part II – Known Consignor Security Programme

Section 8 – Personnel Security

My company shall record the details of the recruitment and selection procedures of staff members involved in production, manufacturing, assembly, packing or storage processes, or 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. Job application form and interview record shall be maintained.

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.

(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 possible criminal conviction to the company for 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 involved in production, manufacturing, assembly, packing or storage processes, or with access to consignment designated as air cargo and/or related documents should provide the same information in (a)(i)-(iv) 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, national 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.

My company shall be cautious in the recruitment process with an objective to ensure that staff members are reliable and do not pose a potential threat. For the staff members responsible for implementing security control, applicants' abilities and aptitudes shall also be considered with an objective to ensure that the security control can be effectively carried out.

Recruitment records and subsequent assessment records of staff members shall be kept for at least the duration of employment plus one year.

Part II – Known Consignor Security Programme

Section 9 – Security Awareness Training

As mentioned in Part II Section 4, the two NPs should have attended and completed a KC training programme. Copies of their training certificates shall be provided to CAD prior to the Pre-registration inspection. Their KC Training Certificates carry a validity of 3 years. They have to be revalidated and successfully passed the Revalidation Test before the expiry of the KC Training Certificate.

All other staff members of KC involved in production, manufacturing, assembly, packing or storage processes and 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 KC.

Security awareness training shall be conducted by one of the NPs mentioned above or a trainer with equivalent qualification. The KC 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) Personnel conducting Internal Security Awareness Training	<input type="checkbox"/> NP [Complete (c)] <input type="checkbox"/> Outside Trainer [Complete (b) and (c)]
(b) Details of the Outside Trainer	
(i) Name of Trainer	(English/Chinese)
(ii) Post	
(iii) Company of Trainer	
(c) Intended Frequency of Refresher Training	
Training Material	<ul style="list-style-type: none"> • Company's Known Consignor Security Programme (KCSP); • Handling procedures, notices and other directions issued by CAD from time to time; and • Material of the training programme from the KC training institutes acceptable to CAD.

Part II – Known Consignor Security Programme

Section 10 - Documentation for Cargo Security

10.1 Maintenance of Documents

- (a) For every consignment of air cargo, my company shall maintain the following documents, where applicable, for a period of at least 31 days after the consignment is flown.
- ◆ Master Air Waybill / House Air Waybill (where applicable)
 - ◆ Shipper's Letter of Instructions
 - ◆ Packing List / Invoice
 - ◆ Record of security control for handling suspect cargo
 - ◆ Record of security screening applied on Unknown Cargo (e.g. x-ray screening record) obtained from corresponding Regulated Agent or aircraft operators (airlines) (*if applicable*)
- (b) Such shipping documents (where applicable) shall contain accurate information of the following:
- ◆ the shipper's company name (which must match with the KC's registered company name under CAD's Register)
 - ◆ the nature / content of the consignment
 - ◆ the quantity of the consignment (including weight, number of packages and dimension / volume)
 - ◆ the KC code allocated by CAD (for Shipper's Letter of Instructions only).
- (c) As long as my company continues to hold a status of KC, my company shall also maintain and implement the KCSP. In addition, KC shall keep track of any handling procedures, notices and any other directions given from time to time by CAD.
- (d) Documentation and recording by electronic means are acceptable provided that hard copies can be made available upon inspection by CAD.

Part II – Known Consignor Security Programme

10.2 Document Retention Period

The required retention periods of different documents for a KC are tabulated below.

Sections	Documents	Periods
4	Certificates of KC training organised by training institutes and/or results of revalidation test	As long as the certificates remain valid
6.2, 7.2	Records of security integrity of cargo consignments, e.g. CCTV records, records of security seal, of facility security and transportation security	31 days
8	Records of personnel security	Duration of employment + 1 year
9	Records of internal security awareness training	2 years
10.1 (a)(b)	Documents relating to consignment of air cargo	At least 31 days
10.1 (c)	Documents associated with my company's status as a KC (e.g. KCSP)	Whole duration of my company's status as a KC
11	Self-assessment records	2 years

10.3 Confidentiality

KC shall ensure that any security sensitive information about its security procedures or operations is protected against unauthorized disclosure and such information is disseminated on a "need-to-know" basis only.

Part II – Known Consignor Security Programme

Section 11 – Self-Assessment and Regulatory Oversight

(a) Self-Assessment

KC shall conduct regular self-assessment with reference to this KCSP, handling procedures, 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

KC 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 KCSP, handling procedures, notices and any other directions given from time to time by CAD. Failure to comply with the stipulated requirements may result in suspension or de-registration of the KC status. A KC which has been suspended or de-registered by CAD shall submit a corrective action plan to CAD for consideration of revalidating its KC status.

Part III – Declaration

Declaration of Compliance – Known Consignor

(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 Known Consignor Facility at _____ (Site Address), hereby

declare that:-

- (a) To the best of my knowledge, all information contained in this application form (including the Known Consignor Security Programme (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 Known Consignor status.
- (b) The company will continuously implement the practices and procedures set out in the Known Consignor Security Programme, 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 involved in production, manufacturing, assembly, packing or storage processes, or with access to consignment of air cargo and/or related shipping documents.
- (c) The Known Consignor Security Programme 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 a Known Consignor.
- (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 Known Consignor Security Programme; and
 - (ii) the company ceases operations, no longer deals with cargo for carriage by air or can no longer meet the requirements of the Known Consignor, including the requirements in the Known Consignor Security Programme.
- (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 Known Consignor including the requirements in the Known Consignor Security Programme, 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 Known Consignor including the requirements in the Known Consignor Security Programme, e.g. 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 shipping documents will receive appropriate training and are aware of their responsibilities under the Known Consignor Security Programme.
- (i) Any failure to comply with the requirements of the Known Consignor including the requirements in the Known Consignor Security Programme, including failure to maintain and provide any records as required by the Known Consignor Security Programme, may result in suspension or de-registration of the company's Known Consignor 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 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	The Company Name shall be the same as those shown on the company's valid Business Registration Certificate (BRC).	Copy of the BRC
(2)	4	The KC 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 KC Training Certificate.	Copies of the valid KC Training / Test Certificates of the nominated persons
(3)	4(e)	The organization chart shall, at a minimum, include the Person-In-Charge and the two Nominated Persons for Cargo Security.	Organization Chart
(4)	5(h)	Sample of labels for products / consignments identified as air cargo and other items including Unknown Cargo, if labeling is used as a means for segregating air cargo from other items including Unknown Cargo.	Sample of labels for products / consignments identified as air cargo and other items including Unknown Cargo
(5)	6.2(b)	If permit is used as a means of controlling access to facility, please provide a sample of the permit.	Sample of Permit
(6)	6.4(a)	Sample of labels for Known (SPX) cargo and Unknown (UNK) cargo, if labeling is used as a means for segregating Unknown Cargo from SPX cargo.	Samples of labels for Known (SPX) Cargo and Unknown (UNK) Cargo
(7)	6.5	The floor plan shall clearly show the locations of access points, security installations and, if any, specially assigned storage area for segregating Unknown Cargo from Known Cargo, and air cargo from non-air cargo. The total number of access points should be stated in the floor plan.	Floor plan of the warehouse
(8)	8(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

For Official Use:

Recommended by

Date

Checked by

Date

KC Code: _____

Effective Date: _____

Remarks :