

## **New Requirements on Known Consignor (KC) from 15 July 2013**

### **Background**

To ensure adherence to the new air cargo security standards promulgated by the International Civil Aviation Organization (ICAO) applicable from 15 July 2013, enhancement to the air cargo security regulated agent regime (RAR) being implemented in Hong Kong will be required.

### **Security requirements to be met by Known Consignor (KC)**

The Requirement Document for Consignor sets out the details of cargo operations of each consignor for compliance with the RAR. A KC is required to meet the security requirements in the following areas and commits itself to the compliance with the requirements by submitting a completed Known Consignor Declaration of Compliance to its partnering regulated agent (RA) or its partnering aircraft operator (airline) who receives cargo consignments from the KC.

- (1) Person responsible for Cargo Security  
Designation of a staff member to be responsible for application and supervision of the implementation of cargo security.
- (2) Recruitment
  - (i) Establishment of job applicant's identity by means of documentary evidence such as national identity card.
  - (ii) Conduct of the pre-employment check on education and employment history of the job applicant.
  - (iii) Cautiousness in the recruitment process with an objective to ensure that the staff members are reliable and do not pose a potential threat.
- (3) Premises  
Control of access to areas where consignments of air cargo are prepared, packaged and/or stored to ensure that the consignments are protected against unauthorized interference.
- (4) Consignment Integrity
  - (i) No explosive or incendiary device in consignments of air cargo.
  - (ii) Protection of consignments of air cargo against tampering during shipment preparation, storage and transportation for which the KC is responsible.
- (5) Documentation  
Provision of House Air Waybill / Shipper's Letter of Instruction; and, if available, Packing List / Invoice by the KC who originates consignments of air cargo for its own account, with at least the following information
  - (i) nature / content of consignments;
  - (ii) quantity of consignments (including weight, number of packages and dimension / volume); and
  - (iii) KC code allocated by its partnering RA or its partnering airline.
- (6) Transportation  
Protection of consignments of air cargo during transportation against unauthorized interference.
- (7) Inspection  
The premise of the KC may be subject to unannounced or announced inspection by Civil Aviation Department or its agents.

### **The site which originates consignments of air cargo (the site)**

If the site address is different from the company address of the KC, the KC is required to provide the site address in the Known Consignor Declaration of Compliance.

For example:

3 sites • 3 Declarations

A KC with three sites is required to provide the addresses of the three sites in three Known Consignor Declaration of Compliance (each with a KC code allocated by RA).

OR

3 sites • 1 Declaration + 1 Appendix

The KC may also consider submitting one completed Known Consignor Declaration of Compliance and use an appendix to list the addresses of the three sites (each with a KC code allocated by RA).

### **Note**

If a KC fails to meet the above security requirements and to submit a completed Known Consignor Declaration of Compliance to its partnering RA or its partnering airline who receives cargo consignments from the KC, the consignments of air cargo will be subjected to security screening.

### **Details of the new requirements**

The above are the highlights of the new requirements. For details, please visit the following webpage: <http://www.cad.gov.hk/english/newrar.html>

For enquiry, please contact the Airport Standards Division of the Civil Aviation Department on tel: ~~2910 8696, 2910 8698, 2910 8697, 2910 8699 or 2910 8695.~~ **2910 6935, 2910 6932, 2910 6933 or 2910 6931**  
(Service hours: 8:45 am - 12:45 pm and 1:45 pm - 5:00 pm Monday to Friday except public holidays)