



## Notice to Regulated Agents 1/2019

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### **X-ray Screening of Known Cargo during Transition Period for ICAO New Policy Direction**

This notice serves to remind all Regulated Agents (RAs) to comply with the Transitional Arrangement for International Civil Aviation Organisation's (ICAO) New Policy Direction on Air Cargo Security commencing from 1 January 2020, and advise the arrangement for submitting x-ray screening summary reports to the Civil Aviation Department (CAD) during the Transition Period.

**2. RAs may circulate this Notice to consignors to remind them of the impending changes to the air cargo screening requirements in Hong Kong.**

#### **Background**

3. Announced by the CAD in October 2018 and adjusted in September 2019, the Transitional Arrangement aims to assist RAs to progressively increase the required x-ray screening percentage of known cargo consigned by existing known consignors or account consignors, which have not been validated by the CAD, from 1% to 100% before the deadline imposed by ICAO (i.e. 30 June 2021) for enhancing air cargo security. RAs and relevant logistics associations were timely informed. After the Transition Period, all consignors not validated by the CAD would be phased out. The required percentage for each transition phase, which was promulgated on CAD's website ([https://www.cad.gov.hk/english/icao2021\\_ta.html](https://www.cad.gov.hk/english/icao2021_ta.html)), is included in **Annex 1** for easy reference.

4. Same as the current 1% x-ray screening requirement, x-ray screening shall be arranged by the RA for which the Known Consignor / Account Consignor Declaration of Compliance is signed. This would normally be the first RA in the air cargo supply chain.

5. Attainment of required percentage would be calculated on a 4-month average in Phase 1, 2-month averages in Phases 2 and 3, and a monthly average in Phase 4. RAs will be required to submit a screening summary report to CAD on a monthly basis (see para. 10-12 for details).

## **Facilities to Perform X-ray Screening**

6. RAs shall plan early to arrange screening at Regulated Air Cargo Screening Facilities (RACSFs) accepted by CAD (see [https://www.cad.gov.hk/english/icao2021\\_regracsf.html](https://www.cad.gov.hk/english/icao2021_regracsf.html)) and/or Cargo Terminals (CTOs). It should be reminded that cargo screened by RACSFs shall be protected from unauthorized interference, including the use of secure transportation means accepted by the CAD, until it is accepted by CTOs. *Notice to RAs 2/2019 on Enhanced Transportation Security Requirements for ICAO New Policy Direction* provides more guidance on this aspect.

7. Please note that some individual airlines may, due to destination countries' specific requirements (e.g. 100% screening on air cargo on board passenger flights to the US) or their own risk assessment, require security screening to be conducted at CTOs. RAs are advised to check with the airlines to see if they have any additional requirements.

## **Maintenance of Screening Records**

8. RACSFs and CTOs would issue receipts (i.e. screening receipts or reception checklists) to RAs as proof of screening. RAs shall maintain such receipts, together with the corresponding Master / House Air Waybills, for at least 3 years for CAD's inspections. An RA which is also an RACSF operator may not need to issue receipts to itself after conducting self-screening of air cargo, if it has already maintained a security screening log in accordance with the RACSF Security Programme.

9. Security screening initiated by airlines may also be counted for meeting RAs' screening requirements during the Transition Period, provided that the RAs are able to provide proof of screening of the cargo concerned. For cargo screened by airlines before CTO's acceptance, the screening record would normally be indicated on the reception checklists issued by CTOs. For cargo screened by airlines after CTOs' acceptance, the screening records would normally be provided by CTOs to airlines instead. As the issue is mainly a commercial arrangement between RAs and airlines, RAs are recommended to check with respective airlines for obtaining the supporting documentation.

## **Monthly Submission of Screening Summary Report to CAD**

10. Throughout the whole Transition Period, RAs are required to submit screening summary reports on a monthly basis to CAD, using a proforma (in MS Excel format) to be uploaded to CAD website ([https://www.cad.gov.hk/english/newrar\\_xray.html](https://www.cad.gov.hk/english/newrar_xray.html)). A sample of summary report for use in Transition Phase 1 (January 2020 – April 2020) is appended in **Annex 2** for reference.

11. RAs shall submit the summary report to [rar\\_qcp@cad.gov.hk](mailto:rar_qcp@cad.gov.hk) on or before the 10<sup>th</sup> calendar day of each month for the x-ray screening conducted in the previous month. For example, RAs shall submit to CAD on or before 10<sup>th</sup> February 2020 the summary report for x-ray screening conducted in January 2020.

12. RAs are required to provide explanations if the target percentage of a particular month cannot be met. If the overall required percentage cannot be complied with (e.g. the 4-month average cannot meet the 25% requirement from January to April 2020), RAs shall be required to advise their corrective action plan and take immediate rectification measures. **Failure to comply with the requirement may lead to suspension or de-registration of the company's RA status.**

### **Enquiries**

13. For enquiries, please contact CAD at 2910 6880, 2910 8695, 2910 8696 and 2910 8697 during office hours (09:00 – 12:00; 14:00 – 17:00) daily, except Saturday, Sunday and public holidays.

20 December 2019  
Aviation Security Section  
Airport Standards Division  
Civil Aviation Department

**Annex 1**

<b>Transition Phase</b>	<b>Date</b>	<b>% of cargoes (by weight) required to be screened by RAs (for known cargoes consigned by existing known / account consignors)</b>
Current quality control requirement under Regulated Agent Regime	-	1%
Phase 1	Jan 2020 – Apr 2020 <sup>Note 1</sup>	25% <sup>Note 2</sup>
Phase 2	May 2020 – Aug 2020 <sup>Note 1</sup>	40% <sup>Note 3</sup>
Phase 3	Sep 2020 – Feb 2021 <sup>Note 1</sup>	70% <sup>Note 3</sup>
Phase 4	Mar 2021 – Jun 2021 <sup>Note 1</sup>	100% <sup>Note 4</sup>

Note:

1. Throughout the whole Transitional Period, RAs are required to provide information to CAD on a monthly basis regarding the percentage of cargo screened. For example, an RA is required to submit information to CAD on or before 10 Feb 2020 to indicate the percentage of known cargoes (by weight) screened during the month of Jan 2020.
2. Between Jan 2020 and Apr 2020, attainment of target percentage is calculated based on the average over the whole period (i.e. 4 months).
3. Between May 2020 and Feb 2021, attainment of target percentage is calculated on a bi-monthly basis.
4. Between Mar 2021 and Jun 2021, attainment of target percentage is calculated on a monthly basis.
5. The screening percentage of unknown cargo will remain unchanged (at 100%).

**X-ray Screening of Known Cargo (SPX or SCO Cargo)**  
for Year 2020 Phase 1

**Annex 2**

To: Aviation Security Section, Airport Standards Division, Civil Aviation Department

Email: [rar\\_qcp@cad.gov.hk](mailto:rar_qcp@cad.gov.hk)

Enquiry Hotline: 2910 6880

**Part I (\* Mandatory fields)**

Company Name\*: \_\_\_\_\_

Regulated Agent Code\*: \_\_\_\_\_

Name\*: \_\_\_\_\_ Position\*: \_\_\_\_\_

Contact Phone No.\*: \_\_\_\_\_ Date: \_\_\_\_\_

**Part II (Please tick the appropriate box)**

(1) X-ray screening figures for known cargo consigned by existing known / account consignors, including those consolidated cargo tendered to / handled by co-loading partners for palletization,

are available. [\[Go to \(2\)\]](#)

are NOT available. [\[Go to \(3\)\]](#)

(2) The X-ray screening figures (as mentioned in (1) above) are as follows:

Transition Phase (Screening Requirement)	Month	Gross Weight of Known Cargo screened by x-ray (kg)	Gross Weight of Known Cargo (kg)	Percentage (See remarks)
		(a)	(b)	(a)/(b) x 100%
Phase 1 (25%)	January			
	February			
	March			
	April			
	<b>Total</b>			

**Remarks**

Below target percentage of the current month [\[Go to \(4\)\]](#) /

Non-compliance with overall X-ray screening requirement for Jan - Apr 2020 [\[Go to \(5\)\]](#)

Target / required percentage was achieved [\[If all target / required percentage was achieved, Skip \(4\) - \(6\)\]](#)

(3) X-ray screening figures are not available because (if applicable):

ALL cargo was received from other Regulated Agents and/or NO cargo was received from known consignor / account consignor.

We did not have any export shipment by air.

Other reason (please specify): \_\_\_\_\_

(4) Explanation for the **screening percentage of the current month** < 25%: *(You can select more than one option)*

Expected increase in screening percentage in the coming month(s)

Not enough handling time

Wrong estimation of cargo volume

Not enough screening facilities provided by CTOs

Not enough screening facilities provided by RACSFs

Other reason (please specify): \_\_\_\_\_

(5) Explanation for non-compliance with overall X-ray screening requirement (<25%) in **Transition Phase I, from Jan - Apr 2020**: [\[Go to \(6\)\]](#) (You can select more than one option)

- Not enough handling time
- Wrong estimation of cargo volume
- Not enough screening facilities provided by CTOs
- Not enough screening facilities provided by RACSFs
- Other reason (please specify): \_\_\_\_\_

(6) Corrective action plan/ remedial action: (You can choose more than one option)

- Allocate more manpower and resources on X-ray screening
- Proactively coordinate with CTOs and RACSFs on the adaption to the new screening requirement
- Meet screening target through adequate planning
- Other actions (please specify): \_\_\_\_\_

(7) Other remarks (if any):- \_\_\_\_\_

Note:

- i. Please send this form to CAD by email to rar\_qcp@cad.gov.hk **on or before 10th of each month**.
- ii. Do not send screening record such as reception check list or screening receipt at this stage.
- iii. CAD may conduct announced or unannounced inspection to verify this submission for the purpose of monitoring the compliance with the screening requirement.