



Notice to Regulated Agents 1/2020

Common Issues Observed in Phase 1 of Transition Period for ICAO New Policy Direction

This notice serves to advise all Regulated Agents (RAs) of the common issues observed during Phase 1 of the Transitional Arrangement for International Civil Aviation Organisation's (ICAO) New Policy Direction on Air Cargo Security, and remind RAs of the arrangement for submitting x-ray screening summary reports to CAD during Phase 2 of the Transition Period.

Common Reasons of Rejection by CTOs in Phase 1 of the Transition Period

Background

2. As required by the Civil Aviation Department (CAD), cargo screened by a Regulated Air Cargo Screening Facility (RACSF) shall be protected from unlawful interference using one of the Secure Transportation (ST) means accepted by CAD until it is accepted by a Cargo Terminal Operator (CTO) (see *Notice to RAs 2/2019* for details). Cargo failing such requirement would be rejected by CTOs during cargo acceptance. The following paragraphs set out some of the most common reasons of rejection by CTOs as observed during Transition Phase 1.

Unmatched pre-declaration data

3. "Unmatched pre-declaration data" is the most common reason of rejection by CTOs. Normally, data required to be pre-declared by RAs or RACSFs to CTOs includes trucker's company name, trucker's identity details, RA / RACSF code, adopted means of ST, and serial number of security seals. Cargo would be rejected by CTOs if there are discrepancies between the data pre-declared by RAs or RACSFs and those actually observed by CTOs during the cargo acceptance process. **RAs or RACSFs responsible for entering these data into CTOs' pre-declaration platform are strongly reminded to verify their accuracy before submitting them to CTOs.**

Damaged Tamper-evident Wrapping Net

4. “Damaged Tamper-evident Wrapping Net” is another common reason of rejection by CTOs. RAs and RACSFs are reminded that damaged wrapping nets must not be used to protect cargo screened at RACSFs, as any damage would be seen as a sign of tampering by CTO staff and would lead to rejection of the cargo consignment. To avoid unnecessary waste of handling time and manpower, **RAs or RACSFs are strongly encouraged to visually check the physical condition of wrapping net every time before tendering screened cargo to CTOs.** RAs and RACSFs are also reminded that **mending nets is strictly forbidden** for protecting screened cargo. If RAs or RACSFs discovered that a wrapping net has already been damaged before tendering the cargo to CTOs, they should replace the net with a new one instead.

Surveillance and Protection of Cargo Screened at RACSFs before Loading onto Trucks

5. If cargo screened at an RACSF (SPX cargo) has to be consolidated or further processed before loading onto trucks, the RACSF or RA concerned shall provide continuous monitoring of such cargo by personnel and supplement by CCTV surveillance and recording. In no case shall screened cargo be left unattended. As you may be aware, CAD officers have been conducting announced and unannounced inspections on RACSFs and RAs to monitor compliance with the requirements and arrangements of such cargo consolidation process. **Failure to comply with the requirements could lead to suspension or de-registration of the company’s RA and/or RACSF status.**

6. For RAs not involved in transporting cargo screened at RACSFs, they are reminded that transportation security measures as stipulated in Section 7.2(a) and (b)(i)-(iv) of the Regulated Agent Security Programme are still required when providing transportation services to all air cargo, regardless of their security status (e.g. when an RA transports unscreened cargo to CTOs / RACSFs for screening). These measures include but not limited to identity check of drivers, locks for box trucks, and search of the load compartment prior to loading cargo onto trucks etc.

Maintenance of Screening Records for CAD's inspections

7. As stipulated by the CAD, RAs shall maintain screening records (i.e. screening receipts issued by RACSFs or reception checklists issued by CTOs), together with corresponding Master / House Air Waybills (MAWBs / HAWBs), for at least 3 years for CAD's inspections. CAD have been conducting inspections to RAs to verify their screening records against their submission of screening summary. For security screening initiated by airlines, RAs were recommended to check with respective airlines for obtaining supporting documentation as proof of screening. During our initial round of inspections, CAD noted that there can be minor discrepancies between the weight shown on screening records and the corresponding MAWBs / HAWBs. After review, we would recommend that the weight shown on MAWBs / HAWBs should be used for the purpose of screening report submission, where possible.

8. To facilitate CAD's inspections on screening records, RAs are advised to keep screening records and the corresponding MAWBs / HAWBs in chronological order. Screening records and corresponding shipping documents should be arranged as individual sets. RAs are strongly encouraged to keep a summary / log of cargo screened (say, in MS Excel format) and update on a regular basis to facilitate CAD's inspection.

Monthly Submission of Screening Summary Report to CAD in Phase 2

9. Same as the arrangement in Phase 1, RAs are required to submit screening summary reports on a monthly basis to CAD, using a proforma (in MS Excel format) uploaded onto CAD website (https://www.cad.gov.hk/english/newrar_xray.html).

10. The required screening percentage in Phase 2 is 40%, calculated based on a bi-monthly basis (e.g. the 2-month average shall meet the 40% requirement from May to June 2020).

11. RAs shall submit the summary report to rar_qcp@cad.gov.hk on or before the 10th calendar day of each month for the x-ray screening conducted in the previous month. RAs are requested to submit the summary report to CAD in a timely manner.

Notification of Change of Regulated Agent Security Programme

12. As a general reminder, RAs are reminded to inform CAD in writing as soon as reasonably possible if there is any change of the information contained in the application form, including the Regulated Agent Security Programme. The proforma of “Notification of Change of Regulated Agent Security Programme” (*Attachment 1*) is attached for your reference.

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.

29 May 2020
Aviation Security Section
Airport Standards Division
Civil Aviation Department

Regulated Agent Regime -
Notification of Change of Regulated Agent Security Programme (RASP)

1. This form is for Regulated Agents (RA) to notify the Civil Aviation Department (CAD) of any change(s) to their Regulated Agent Security Programme (RASP).

2. Please submit **a) this notification form, b) the relevant page(s) of RASP and c) the relevant supplementary document(s)** to the Aviation Security Section, Airport Standards Division, CAD at least **5 working days** before the effective date of your proposed change(s) :-

by fax to **2362 4257**
 or by e-mail to rar@cad.gov.hk

Part A – Basic Information

Company Name : _____

Regulated Agent Code : _____

Tel : _____

Fax : _____

Email : _____

Date : _____

Signature of Person-in-charge or Nominated Person with

Company Chop: _____

(Full Name) : _____

Part B – Changes to the RASP

My company would like to submit the following change(s) in our RASP to the Civil Aviation Department:-

* Please ✓ the appropriate box(es) and fill in the effective date where appropriate.

	Item(s) to change	Required Documents	
		Relevant Page(s) of RASP	Supplementary Documents
<input type="checkbox"/>	(a) Company Name (Effective date: _____)	P.1	(i) A copy of the Business Registration Certificate issued under Business Registration Ordinance (Cap. 310); <u>and</u> (ii) A copy of the Certificate of Change of Name issued under Companies Ordinance (Cap. 32)
<input type="checkbox"/>	(b) Company Address (Effective date: _____)	P.1	A copy of the Business Registration Certificate issued under Business Registration Ordinance (Cap. 310)
<input type="checkbox"/>	(c) Correspondence Address / Email Address / Contact Phone Number / Fax Number	P.1, P.2 and/or P.3	Nil
<input type="checkbox"/>	(d) Person-In-Charge	P.1	Nil
<input type="checkbox"/>	(e) Nominated Person for Cargo Security / Second Trained Person	P.2 / P.3	(i) A copy of valid RAR Training certificate; <u>or</u> (ii) Result of RA revalidation test organised by CAD
<input type="checkbox"/>	(f) Scope of Cargo Operations	P.3, P.4 (only required if answer is "Yes")	Involve Physical Handling of Cargo? <input type="checkbox"/> No: please provide a written explanation of your cargo operations on a separate sheet for consideration by CAD <input type="checkbox"/> Yes: please also complete item (g) below if applicable
<input type="checkbox"/>	(g) Warehouse (Effective date: _____)	P.5 to 8	(i) <i>Warehouse floor plan</i> , clearly indicating the locations of access points, security installations and specially assigned storage areas for SPX/SCO/UNK/company cargo if any; <u>and</u> (ii) A copy of Warehouse Contractor Declaration, if contractor is used; <u>and</u> (iii) Sample(s) of SPX/SCO/UNK cargo labels, if used; <u>and</u> (iv) Sample of company's cargo label, if used

	Item(s) to change	Required Documents	
		Relevant Page(s) of RASP	Supplementary Documents
<input type="checkbox"/>	(h) Method of Security Control	P.7	Nil (CAD may contact your company for submission of further information for assessment).
<input type="checkbox"/>	(i) Transportation (Effective date: _____)	P.9 to 10	(i) A copy of Transportation Contractor Declaration, if contractor is used; <u>and</u> (ii) Photos of the proposed vehicle security measure(s)

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