



## **Notice to Regulated Air Cargo Screening Facilities 1/2020**

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

This notice serves to advise all Regulated Air Cargo Screening Facilities (RACSFs) 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.

#### **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.**

### **Notification of Change of RACSF Security Programme**

6. As a general reminder, RACSFs 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 Air Cargo Screening Facility Security Programme. The proforma of “Notification of Change of Regulated Air Cargo Screening Facility Security Programme” (*Attachment 1*) is attached for your reference.

### **Enquiries**

7. For enquiries, please contact CAD at 2910 8695 and 2910 8696 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 Air Cargo Screening Facility (RACSF) Scheme -  
Notification of Change of RACSF Security Programme (RACSFSP)**

1. This form is for Regulated Air Cargo Screening Facility (RACSF) to notify the Civil Aviation Department (CAD) of any change(s) to their RACSF Security Programme (RACSFSP).

2. Please submit **a) this notification form, b) the relevant page(s) of RACSFSP and c) the relevant supplementary document(s)** to the Aviation Security Section, Airport Standards Division, CAD at least **14 working days** before the effective date of your proposed change(s) :-

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

**Part A – Basic Information**

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

RACSF Code : \_\_\_\_\_

Tel : \_\_\_\_\_

Fax : \_\_\_\_\_

Email : \_\_\_\_\_

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

Signature of Person-in-charge or Nominated Person with

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

(Full Name) : \_\_\_\_\_

**Part B – Changes to the RACSFSP**

My company would like to submit the following change(s) in our RACSFSP 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 RACSFSP	Supplementary Documents
<input type="checkbox"/>	(a) Company Name (Effective date: _____)	P.5	(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) Site Address (*) (Effective date: _____)	P.5	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 (Effective date: _____)	P.5 and/or P.6	Nil
<input type="checkbox"/>	(d) Person-In-Charge	P.5	Nil
<input type="checkbox"/>	(e) Nominated Person for Cargo Security / Second Nominated Person	P.6	A copy of valid RACSF Training certificate
<input type="checkbox"/>	(f) Warehouse Security (*)	P.7 and P.14	Warehouse floor plan, clearly indicating the locations of access points, security installations, X-ray equipment and location for hand search and, if any, specially assigned storage areas for segregating SPX/UNK cargo
<input type="checkbox"/>	(g) Cargo Processing/Screening (*) (Effective date: _____)	P. 10 to 14	(i) A copy of completed Cargo Processing Contractor Declaration, if used (ii) Sample(s) of SPX/ UNK cargo labels/chops, if used (iii) Sample(s) of company's screening log/receipt

	Item(s) to change	Required Documents	
		Relevant Page(s) of RACSFSP	Supplementary Documents
<input type="checkbox"/>	(h) Security Screeners (Effective date: _____)	P.15 to 17	(i) Screening Service Contractor Declaration, if used (ii) A copy of certification issued by a Certification Body
<input type="checkbox"/>	(i) X-ray Equipment (*)	P.19	(i) Technical Specifications (ii) Documents demonstrated that the equipment are certified by other authorities (iii) Operations Manual (iv) A copy of Factory Acceptance Test (FAT) and Site Acceptance Test (SAT) report of each X-ray equipment (v) A copy of P1/ P2 license issued by Radiation Board of each X-ray equipment
<input type="checkbox"/>	(j) Secure Transportation (*) (Effective date: _____)	P.21 to 22	(i) A copy of Transportation Contractor Declaration, if used (ii) Photos of the proposed secure transportation measure(s)

(\*) The CAD may arrange an inspection to assess the proposed changes for these items.

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