



## **Notice to Regulated Air Cargo Screening Facilities 1/2022**

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### **Reminders of Regulated Air Cargo Screening Facilities Security Programme Requirements and Common Issues Observed after Full Implementation of ICAO's Policy Direction**

The International Civil Aviation Organization's (ICAO) policy direction on air cargo security has been fully implemented since 1 July 2021. This notice serves as a reminder to all Regulated Air Cargo Screening Facilities (RACSFs) about the requirements of RACSF Security Programme (RACSF SP) and the Handling Procedures for RACSF, including recurrent background check, prevention of unlawful interference on screened cargo, timely revalidation of RACSF training and submission of Notification of Change of RACSF SP, format and contents of screening records and the requirements on security seals used for secure transportation (ST).

#### ***Recurrent Background Check***

2. The latest revision of RACSF SP published in January 2022 has included the requirements on recurrent background check to be conducted at least once every two years for existing staff members and contractors with access to consignment designated as air cargo and/or related documents. RACSFs and their contractors should identify the applicable staff members who have been under their employment for two years or above and complete the first round of recurrent background check on these staff members **by 31 July 2022**. Such personnel record shall be maintained for at least the duration of employment plus 1 year for inspection by the Civil Aviation Department (CAD). A Sample Recurrent Background Check Record template has been uploaded to the CAD's website:

[https://www.cad.gov.hk/application/PCA/RACSF\\_Sample\\_Recurrent\\_Bkg\\_Check\\_Record.pdf](https://www.cad.gov.hk/application/PCA/RACSF_Sample_Recurrent_Bkg_Check_Record.pdf)

#### ***Prevention of Unlawful Interference on Screened Cargo***

3. RACSFs are reminded that, all premises for processing and storage of consignments of air cargo shall be secured and access controlled by the compulsory measures required by the *RACSF SP Part II Section 5.1* to prevent and detect unauthorized access. In the situation when screened cargo are left unattended, according to the *RACSF SP Part II Section 8.4(b)*, they 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.

### ***Revalidation of RACSF Training***

4. RACSFs are reminded to observe the validity of the RACSF training certificates regularly. **Before expiry of the 3-year period**, RACSFs shall arrange for their staff to complete the RACSF Security Training Programme and pass the Revalidation Test for revalidation of the training certificates. According to the *Handling Procedures for RACSF*, **RACSFs not having any qualified personnel to take up the position of nominated persons is considered as major deficiency, which may result in suspension or de-registration of the RACSF status.**

### ***Notification of Change of RACSF SP***

5. As a general reminder, RACSFs are reminded to inform the CAD in writing **at least 14 working days** before the effective date of any change(s) to the information contained in the RACSF SP. The form “*Notification of Change of RACSF SP*” is available at the CAD website:

[https://www.cad.gov.hk/english/icao2021\\_form.html](https://www.cad.gov.hk/english/icao2021_form.html)

### ***Format and Contents of Screening Records***

6. The CAD also observed that some RACSFs did not include all required information in their screening logs and receipts. For instance, a consignment initially not cleared by X-ray screening was then cleared by secondary screening using hand search at piece level, but the relevant security screening log only recorded the overall result of screening (pass) without indicating the secondary screening by hand search. RACSFs shall maintain a log of all security screening conducted and issue a receipt as proof of security screening to the client RAs. The format and contents of such log and receipt shall be in accordance with the *RACSF SP Part II Section 8.3(d) and (e)*. RACSFs are reminded to ensure the accuracy of the information in the security screening log and receipt.

### ***Requirements on Security Seals Used for Secure Transportation***

7. The notice on new requirements on security seals used for ST was published in [Notice to RACSFs 3/2021](#) on 16 April 2021. RACSFs are reminded that only known cargo with ST means with new formats shall be accepted and/or tendered.

8. RACSFs are also reminded that the access to security seals shall be controlled and the serial numbers of the seals applied shall be recorded. Proper stock control and auditing procedures should be implemented to prevent any unauthorized use of the seals. Only authorized personnel should have access to the stocks of tamper-evident seals. It is also important to use the ST means in

accordance with the manufactures' instructions and procedures to ensure the security seals and/or tamper-evident wrapping nets are properly applied to effectively protect screened cargo against unlawful interference.

9. **Failure to comply with the RACSF SP requirements may lead to suspension or de-registration of the company's RACSF status.**

**Enquiries**

10. For enquiries, please contact the CAD at 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.

25 July 2022

Aviation Security Section  
Airport Standards Division  
Civil Aviation Department