



Notice to Regulated Air Cargo Screening Facilities 1/2026

Reminders to Regulated Air Cargo Screening Facilities

Regulated Air Cargo Screening Facilities (RACSFs) are subject to regulatory oversight by the Civil Aviation Department (CAD) for the purpose of monitoring compliance with the security requirements stipulated in the [RACSF Security Programme \(RACSF SP\)](#), the [Handling Procedures for RACSF](#), and the notices issued by the CAD from time to time. Apart from informing RACSFs of recurring issues observed through the issuance of notices, the CAD conducts annual reviews of the deficiencies identified during regulatory oversight.

2. This notice serves to inform RACSFs of the common deficiencies observed in 2025. It also highlights the importance of (i) verifying authenticity of documentation, (ii) adopting digitalisation in air cargo handling and documentation processes, and (iii) timely reporting of security incident, suspicious activity or non-compliance.

Common General Deficiencies Observed

3. The general deficiencies most commonly observed among RACSFs during CAD's regulatory oversight in 2025 were related to the following issues. RACSFs are reminded to ensure compliance in the aspects below :

- (i) conduct of **internal security awareness training** for own and/or contractor staff in accordance with the intended frequency specified in the *RACSF SP*, and/or the proper maintenance of relevant records;
- (ii) retention of proper **maintenance and calibration records** of screening equipment of the past two years;
- (iii) maintenance of **X-ray images and hand search photos** of all consignments screened in the **previous 31 days**;
- (iv) availability of **records of all CCTV cameras** for the **previous 31 days**; and
- (v) maintenance of **complete screening records** (i.e. screening log and screening receipt) of the **past three months**.

4. RACSFs are reminded to fully cooperate with the CAD in all announced and unannounced inspections, including providing access to requested documents and facilities, and facilitating the inspection process in a timely manner.

Major Deficiencies Identified

5. Major deficiencies refer to those which have significant aviation security implications and/or impair screening facility's capability as an RACSF. The following major deficiencies were committed by RACSFs and identified during CAD's regulatory oversight in 2025:-

- (i) **Tendered unscreened cargo as screened cargo;**
- (ii) **Failed to implement effective security measures** to prevent unlawful interference or ensure tamper-evident of screened cargo, including not using Secure Transportation (ST) means accepted by the CAD when transporting screened cargo; and
- (iii) Used **unqualified screening equipment** for screening.

6. RACSFs involved in major deficiencies were handled in accordance with the mechanism for handling deficiencies promulgated in the prevailing Notice to RACSFs¹, and were required to submit a Corrective Action Plan proposing effective corrective measures to the satisfaction of the CAD. RACSFs that repeatedly commit major deficiencies will be **suspended** or **de-registered** in accordance with the mechanism. To ensure continuous compliance, RACSFs are reminded to regularly review and observe all requirements stipulated in the *RACSF SP*, the *Handling Procedures for RACSF*, and the notices issued by the CAD from time to time.

Verification of Authenticity of Documentation

7. In view of the recent concern relating to the use of fraudulent documentation, RACSFs and applicants for RACSFs are reminded that it is their obligation to **ensure the veracity of documentation they maintained and submitted to CAD**, with the highest degree of sensitivity and prudence. More specifically, RACSFs and applicants for RACSFs shall prevent and detect any deficiencies or irregularities before submission, particularly in relation to the **legality, authenticity, validity and accuracy** of the documentation so compiled and consolidated. The level of quality assurance required should be determined following a risk-based approach.

¹ *Notice to RACSFs 4/2021* was prevailing and applicable until it was superseded by [Notice to RACSFs 3/2025](#) since 1 January 2026.

8. Some practical actions for RACSFs and applicants for RACSFs to demonstrate due diligence and conduct documentation verification may include:

- (i) **seeking confirmation of authenticity** directly from the owner/provider of the documentation and/or third-party independent validators, as appropriate; and
- (ii) **maintaining proper documentation and verification evidence** (such as email or other written records), and making such records available to the CAD upon request.

9. In addition, during the operational review and continued surveillance processes, CAD may also request verification evidence on the continued validity of the documentation. To rectify any error or omission discovered after submission, applicants shall inform CAD at the earliest opportunity.

10. Failure to provide the requested verification evidence may result in delay or suspension in application handling by CAD, and RACSF status already issued by CAD may be subject to review or re-assessment, which may lead to **suspension or deregistration** of RACSF status. In case any documentation provided to CAD is suspected to be fraudulent, CAD will not be in a position to process the application/case further and the case may be **referred to the Hong Kong Police Force** for further investigation.

Air Cargo Digitalisation

11. To ensure continuous compliance, **digitalisation** of air cargo handling and documentation processes is one effective way of ensuring integrity and enhancing accuracy of documentation, thereby reinforcing Hong Kong's position as the world's leading international air cargo and aviation hub. A digitalised workflow also **improves visibility and tracking** of air cargo status and movement, **reducing manual effort and chances of human error**. RACSFs and their contractors are encouraged to be open minded in exploring and adopting digital solutions in cargo handling and documentation processes. With available platforms such as the **Port Community System** and the **HKIA Cargo Data Platform**, together with other potential digitalisation solutions, RACSFs and their contractors are encouraged to seize these opportunities to **replace traditional paper-based processes to enhance operational efficiency and timeliness and accuracy** of records while meeting the document retention requirements set out in the *RACSF SP Part II Section 12* at the same time.

Reporting of Security Incident, Suspicious Activity or Non-compliance

12. Any security **incident, suspicious activity or suspected non-compliance** with the Regulated Agent Regime (RAR) and/or RACSF scheme should be timely reported to CAD via one the following means:-

- (i) by email to rar@cad.gov.hk or racsf@cad.gov.hk; or
- (ii) by post to Aviation Security Section, Airport Standards Division, Civil Aviation Department at Level 5, Office Building, Civil Aviation Department Headquarters, 1 Tung Fai Road, Hong Kong International Airport, Lantau, Hong Kong SAR

13. The following information should to be included in the report to facilitate CAD's follow-up action:

- Name and code of the RA/RACSF concerned;
- Capacity of the reporting person (e.g. RACSF's own staff, contractor's staff);
- Subject of the incident, suspicion or non-compliance (e.g. warehouse security, security screening, cargo processing, transportation security);
- Details (with date, time and location) of the incident, suspicion or non-compliance;
- Details of related consignments (e.g. MAWB/HAWB number, screening date/time, departure date/time from RACSF, flight number, flight date, air carrier, destination);
- Supporting photos, images or documents; and
- Contact details of the reporting person (e.g. name, phone number, email address).

[Note: All information reported will be kept strictly confidential and used by the CAD for follow-up action.]

Enquiries

14. 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.

[Note: RACSFs can access the *RACSF SP* and *Handling Procedures for RACSF* in full via the links provided in the notice.]

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Aviation Security Section
Airport Standards Division
Civil Aviation Department