



Notice to Regulated Air Cargo Screening Facilities 2/2025

Ensuring Security Screening on Unknown Cargo

Conducting security screening on unknown cargo is a key responsibility of all Regulated Air Cargo Screening Facilities (RACSFs). In light of the recent investigation revealing a major deficiency of tendering unscreened cargo as screened cargo committed by an RACSF, this notice serves to remind all Persons-In-Charge (PICs) and Nominated Persons (NPs) for air cargo security of RACSFs to the aspects highlighted hereunder to ensure proper security screening on unknown cargo.

2. The following operational issues of concerned RACSF were identified in the course of investigation:-

- (a) During cargo acceptance, the warehouse staff, without ascertaining the existence of any **secure transportation means or pre-declarations of tendering known cargo**, treated the subject unscreened consignment as screened cargo;
- (b) During cargo consolidation and palletisation, the warehouse staff did not look for any **signs of screened cargo such as SPX labels or stamps**, and did not question the security status of the subject consignment; and
- (c) When preparing pre-declarations to the Cargo Terminal Operator (CTO), the office staff did not verify the security status of the subject consignment, such as not confirming the **receipt of pre-declarations of tendering known cargo or the screening records prepared by its own RACSF**, before declaring the security status of such consignment as “SPX”.

Tendering unscreened cargo as screened cargo is a **major deficiency** under *Notice to RACSFs 4/2021* (*the Notice*). As the case was associated with occurrence, escalation was effected in accordance with *the Notice*. As a result, the concerned RACSF was subjected to **suspension of RACSF status**.

3. The major deficiency could have been prevented by establishing and ensuring adherence to clear and proper procedures. The PICs and NPs of RACSFs shall observe and comply with the acceptance procedures set out in the [*RACSF Security Programme*](#) (*RACSF SP*) *Part II Section 8.2*, and should **establish operational procedures in line with the specific guidance below to verify the security status of the consignments**:-

- (a) When accepting screened cargo from Regulated Agent (RA) or another RACSF, the RACSF staff members shall first **ensure that the consignments are applied with secure transportation means accepted by the CAD, and the pre-declarations of tendering known cargo have been made by the tendering RA or RACSF. All information shall be verified as part of the acceptance procedures.** In case of any doubt on the security status of a consignment, it shall be treated as unscreened cargo and subjected to security screening;

- (b) All RACSF staff members involved in cargo processing should **actively look for signs of “screened cargo”** (e.g. SPX labels or stamps), and consult the PIC and/or NPs in case of any doubts; and
- (c) The staff members of RACSF should **positively confirm that a consignment is cleared by security screening before treating the consignment as “SPX”** and declaring so to the next receiving party. This includes verifying the security screening receipt and security screening log prepared by its own RACSF, or the pre-declarations of tendering known cargo provided by the tendering RA or RACSF. **The records of positive confirmation should be retained** as supportive evidence to protect their interest in case of investigation.

The PICs and NPs of RACSFs should also **regularly verify the implementation of the operational procedures** to ensure that every staff is aware of and strictly complies with the procedures.

Receiving Cargo from RAs Only for Security Screening

4. The investigation also revealed that the RACSF did not verify whether the subject consignment was tendered by an RA, and only indicated the shipper’s name, instead of the tendering RA’s name, in the screening records. The PICs and NPs of RACSFs shall ensure that its **RACSF only receives cargo from RAs for security screening**, as stipulated in the [*Handling Procedures for RACSF Part A Section 2.2¹*](#), and **provides clear instructions to staff to facilitate their compliance** through internal security awareness trainings. In addition, the PICs and NPs of RACSFs are recommended to **regularly review screening records to ensure that the information of the tendering RA is properly recorded for each consignment**.

5. The CAD will continue to closely monitor compliance of RACSFs and, if necessary, take further actions or introduce additional measures to ensure air cargo security and safety. The CAD values the continuous collaboration with stakeholders and the air cargo industry to maintain a secure supply chain and ensure safe transport by air.

Enquiries

6. For enquiries about this notice, 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.

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Aviation Security Section
Airport Standards Division
Civil Aviation Department

¹ An RACSF may be appointed by an RA as cargo processing contractor to handle unknown and/or known cargo at its warehouse. In this case, the RACSF may receive unknown cargo from shipper direct on behalf of the principal RAs.