



Notice to Regulated Agents 1/2022

Reminders of Regulated Agent 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 Agents (RAs) about the requirements of RA Security Programme (RASP) and the Handling Procedures for RA Regime (RAR), including recurrent background check, timely revalidation of RAR training and submission of Notification of Change of RASP, the requirements on shipping documents and the requirements on security seals used for secure transportation (ST).

Recurrent Background Check

2. The latest revision of RASP 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. RAs 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/RA_Sample_Recurrent_Bkg_Check_Record_eng.pdf

Revalidation of RAR Training

3. RAs are reminded to observe (i) the RAR training requirement of having **two qualified Nominated Persons (NPs)** (who have either attended and completed an RAR Security Training Programme acceptable to the CAD, or passed the RA Revalidation Test organized by the CAD), and (ii) the validity of the RAR training certificate or the RA Revalidation Test Result Notification regularly.

4. **Before expiry of the 3-year period**, RAs shall arrange their staff to (i) complete a RA Security Training Programme or (ii) attend the RA Revalidation Test, for revalidation of their

training certificates or the RA Revalidation Test Result Notification. According to the *Handling Procedures for RAR*, **RAs not having any qualified personnel to take up the position of NPs is considered as major deficiency, which may result in suspension or de-registration of the RA status.**

Notification of Change of RASP

5. RAs are reminded to inform the CAD in writing **at least 5 working days** before the effective date of any change(s) to the information contained in the RASP. The form “*Notification of Change of RASP*” is available at the CAD website:

<https://www.cad.gov.hk/english/newrarform.html>

Inter-RA Co-loading Document

6. The CAD observed that some RAs incorrectly annotated the security status for Known Cargo (i.e. “SPX”) on the co-loading documents when security screening had not been applied at the time of tendering cargo to the receiving RAs. RAs are reminded that they shall annotate “SPX” on shipping documents (e.g. MAWB / HAWB / co-loading documents) only after the consignment has been screened OR confirming that such cargo is tendered by a Known Consignor validated by the CAD. **RAs shall NOT annotate “SPX” on shipping documents for unknown cargo (e.g. before the cargo is screened and turned into known cargo).** For details on inter-RA co-loading, please refer to the *Handling Procedures for RAR Part A Section 3.1*.

Form of Undertaking for Inter-RA AWB Handling (FOU)

7. RAs are required to declare in the FOU to the MAWB assignor whether the cargo consignment is “known cargo” or “unknown cargo” when the said cargo is tendered to a cargo terminal operator (CTO). The CAD observed that some RAs incorrectly selected “known cargo” (i.e. cargo with security status “SPX”) on the FOU when the unknown cargo was tendered to the CTO who then performed the security screening. RAs are reminded that if a cargo consignment has NOT been cleared by security screening at the time of tendering to CTO, the consignment shall be treated as unknown cargo and the RAs shall select “unknown cargo” on the FOU. For details on MAWB assignment between RAs, please refer to the *Handling Procedures for RAR Part A Section 3.2*.

Pre-declaration for tendering known cargo to other RA / Regulated Air Cargo Screening Facility (RACSF)

8. It is noticed that some tendering RA/RACSF did not include all the required information in their pre-declaration as per the *Handling Procedures for RAR* for the receiving RA / RACSF to properly perform acceptance check. The pre-declaration shall include, at a minimum, the company names and RA / RACSF codes of the RA / RACSF, date and time of dispatch, the seal serial

number(s), MAWB / HAWB / ULD no. and vehicle licence plate no.. RAs are reminded to ensure the accuracy and completeness of information in the pre-declaration.

Security Screening Receipt

9. The CAD also observed that some RACSFs did not include all required information in their screening receipts. A receipt that is acceptable to the CAD shall include, at a minimum, the company name of the client RA, MAWB/HAWB no., gross weight, no. of pieces, and date and time of screening. RACSF shall indicate on the receipt that the cargo has been "security checked" with the company name of the RACSF (e.g. in company chop), the RACSF code assigned by the CAD and the screening method (s) adopted (e.g. "x-ray", "hand search", "ETD") [Note: "Hand Search" and "ETD" are alternative screening methods which can only be used for screening of air cargo which are difficult or cannot be screened by x-ray equipment]. RAs are reminded to take note of the information contained in the receipt issued by RACSFs.

Requirements on Security Seals Used for Secure Transportation (ST)

10. The notice on new requirements on security seals used for ST was published in [Notice to RAs 5/2021](#) on 16 April 2021. RAs are reminded that only known cargo with ST means with new formats shall be accepted and/or tendered.

11. RAs are also reminded that the access to security seals shall be controlled and 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.

12. **Failure to comply with the RASP requirements may lead to suspension or de-registration of the company's RA status.**

Enquiries

13. For enquiries, please contact the CAD at 2910 6880, 2910 8695, 2910 8696 or 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