



Requirement Document for Consignor

Regulated Agent Regime

Civil Aviation Department
The Government of the Hong Kong Special Administrative Region

March 2013

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(effective from 15 July 2013 until a date to be announced by Civil Aviation Department)

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(effective date to be announced by Civil Aviation Department)

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Part A

Known Consignor

(effective from 15 July 2013 until a date
to be announced by Civil Aviation Department)

Part A - Section 1

Purpose

Part A of this document is drafted with reference to the Hong Kong Aviation Security Programme (HKASP) under Aviation Security Ordinance (Cap. 494), Law of Hong Kong Special Administrative Region (Hong Kong SAR). Part A of this document sets out the requirements for recognition of known consignor tendering cargo secure for both passenger aircraft and all-cargo aircraft (SPX cargo) departing Hong Kong SAR.

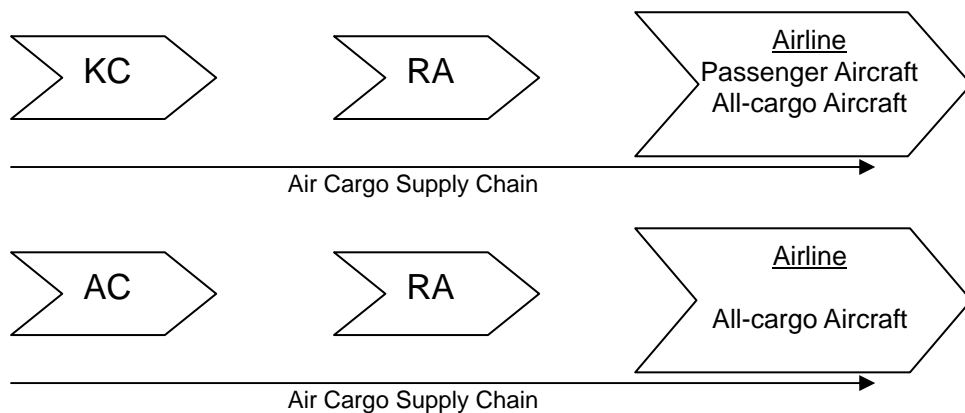
Consignments received from a known consignor can be accepted for carriage onboard both passenger aircraft and all-cargo aircraft while consignments received from an account consignor can be accepted for carriage onboard all-cargo aircraft only.

It is not compulsory for a consignor to be recognized as a known consignor. Consignments received from an unknown consignor cannot be accepted for carriage onboard passenger aircraft or all-cargo aircraft unless such consignment has been subject to appropriate security controls acceptable to CAD.

Section 2

Air Cargo Supply Chain

The three main entities along the air cargo supply chain are known consignor (KC) / account consignor (AC), regulated agent (RA) and aircraft operator (Airline).



The security of air cargo supply chain consists of a set of interconnected security procedures applied to cargo consignments for maintaining their security integrity from the source or the point where screening or other security controls are applied, until departure of the aircraft. As such, a known consignor and an account consignor shall implement security procedures in accordance with this document to establish the security of cargo consignment at source and preserve such security prior to acceptance by a regulated agent or an airline for carriage by air.

Part A - Section 2

2.1 Security Control

Security control is a means by which the introduction of weapons, explosives or other dangerous devices, articles or substances which may be used to commit an act of unlawful interference can be prevented. The security controls acceptable to CAD for detecting the presence of concealed explosive or incendiary device (i.e. turning unknown cargo into known cargo) refer to searching by hand or physical check at piece level, or screening by x-ray.

2.2 Known Cargo (SPX or SCO Cargo) and Unknown Cargo (UNK Cargo)

Known cargo is a consignment of cargo from a known consignor, an account consignor or a regulated agent to which the appropriate security controls have been applied; or a consignment of unknown cargo which has subsequently been subjected to the security controls acceptable to CAD. There are two types of known cargo, namely:-

- (1) Cargo secure for passenger and all-cargo aircraft (SPX cargo):-

SPX cargo is cargo which is accepted by a regulated agent (RA) or an aircraft operator (airline) as known cargo from a known consignor (KC), or any cargo which has been subjected to the appropriate security controls. SPX cargo is secure for carriage onboard both passenger and all-cargo aircraft.

- (2) Cargo secure for all-cargo aircraft (SCO cargo):-

SCO cargo is cargo which is accepted by a regulated agent (RA) or an aircraft operator (airline) as known cargo from an account consignor (AC). SCO cargo is secure for carriage onboard all-cargo aircraft only.

whereas

Unknown cargo (UNK cargo) is either:-

- (a) any cargo other than known cargo as defined above; or
- (b) any known cargo which passes out of the custody of an airline, a regulated agent, a known consignor, an account consignor or their appropriate warehouse contractors or transportation contractors.

Part A - Section 3

Recognition

Consignors wishing to be recognized as known consignors should review and rectify their existing security operations to meet the requirements stipulated in Part A of this document. Once a consignor has committed itself to the compliance with the requirements by submitting a completed Known Consignor Declaration of Compliance to its partnering regulated agent who receives cargo consignment from the consignor and the partnering regulated agent has verified the identity of the consignor (e.g. check of business registration document), the consignor will be recognized as a known consignor. The partnering regulated agent shall place the consignor onto its register of known consignors and allocate a unique known consignor code to the recognized known consignor. A sample of the Known Consignor Declaration of Compliance is at Appendix I.

A register of a regulated agent's valid known consignors shall contain the following company particulars of the known consignors:-

- (i) the unique known consignor code allocated by the partnering regulated agent,
- (ii) the company name as shown in the business registration document, like the Business Registration Certificate in Hong Kong SAR, issued by the government of the country with which the consignor is registered (BR document),
- (iii) the unique registration number of the aforesaid BR document,
- (iv) the business address as shown in the aforesaid BR document; and
- (v) the full name of the person responsible for application and supervision of the implementation of cargo security of the known consignor. The name should be the same as that shown in passport, national identity card or registry of birth record.

The recognition shall be revalidated every 3 years.

Part A – Section 4

Requirements for Known Consignor

A known consignor shall meet the security requirements in the following areas.

Person responsible for Cargo Security

- (1) A known consignor shall designate a staff member to be responsible for application and supervision of the implementation of cargo security and overseeing the compliance with the requirements stipulated in Part A of this Document.

Recruitment

- (1) Job applicant's identity shall be established by means of documentary evidence such as passport, national identity card or registry of birth record.
- (2) The pre-employment check on education and employment history of the job applicant shall also be conducted.
- (3) A known consignor should be cautious in the recruitment process with an objective to ensure that its staff members are reliable and do not pose a potential threat.

Premises

- (1) Access to areas where items, products, goods or consignments designated as air cargo are prepared, packaged and/or stored shall be controlled to ensure that no unauthorized persons have access to them.

Consignment Integrity

- (1) Consignments of air cargo shall not contain any explosive or incendiary device.
- (2) Consignments of air cargo shall be protected against tampering during shipment preparation, storage and transportation for which the consignor is responsible.
- (3) Packaging of consignment of air cargo should be, where possible, made tamper-evident.

Documentation

(1) A known consignor who originates consignment of air cargo for its own account shall provide House Air Waybill / Shipper's Letter of Instruction; and, if available, Packing List / Invoice. Such shipping documents shall contain at least the following information.

- (a) nature / content of consignment;
- (b) quantity of consignment (including weight, number of packages and dimension / volume); and
- (c) known consignor code allocated by its partnering regulated agent.

Transportation

- (1) A known consignor shall ensure that during transportation, their consignments of air cargo are protected against unauthorized interference and, where possible, made tamper-evident.

Unannounced Inspection

- (1) Once recognized as a known consignor, the premise of the consignor company may be subject to unannounced or announced inspection by CAD or its agents.

Part B

Known Consignor under Independent Validation (effective from a date to be announced by Civil Aviation Department)

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Part C

Account Consignor (effective from 15 July 2013)

Part C – Section 1

Purpose

Part C of this document is drafted with reference to the Hong Kong Aviation Security Programme (HKASP) under Aviation Security Ordinance (Cap. 494), Law of Hong Kong Special Administrative Region (Hong Kong SAR). Part C of this document sets out the requirements for recognition of account consignor tendering cargo secure for only all-cargo aircraft (SCO cargo) departing Hong Kong SAR.

Consignments received from a known consignor can be accepted for carriage onboard both passenger aircraft and all-cargo aircraft while consignments received from an account consignor can be accepted for carriage onboard all-cargo aircraft only.

It is not compulsory for a consignor to be recognized as an account consignor. Consignments received from an unknown consignor cannot be accepted for carriage onboard passenger aircraft or all-cargo aircraft unless such consignment has been subject to appropriate security controls acceptable to CAD.

Section 2

Air Cargo Supply Chain

Refer to Part A Section 2.

Part C - Section 3

Recognition

Consignors wishing to be recognized as account consignors should review and rectify their existing security operations to meet the requirements stipulated in Part C of this document. Once a consignors has committed itself to the compliance with the requirements by submitting a completed Account Consignor Declaration of Compliance to its partnering regulated agent who receives cargo consignment from the consignors and the partnering regulated agent has verified the identity of the consignors (e.g. check of business registration document), the consignors will be recognized as an account consignors. The partnering regulated agent shall place the consignors onto its register of account consignors and allocated a unique account consignors code to the recognized account consignors. A sample of the Account Consignor Declaration of Compliance is at Appendix II.

A register of a regulated agent's valid account consignors shall contain the following company particulars of the account consignors:-

- (i) the unique account consignors code allocated by the partnering regulated agent,
- (ii) the company name as shown in the business registration document, like the Business Registration Certificate in Hong Kong SAR, issued by the government of the country with which the consignors is registered (BR document),
- (iii) the unique registration number of the aforesaid BR document,
- (iv) the business address as shown in the aforesaid BR document, and
- (v) the full name of the person responsible for application and supervision of the implementation of cargo security of the account consignors. The name should be the same as that shown in passport, national identity card or registry of birth record.

The recognition shall be revalidated every 5 years.

Part C – Section 4

Requirements for Account Consignor

An account consignor shall meet the security requirements in the following areas.

Person Responsible for Cargo Security

- (1) An account consignor shall designate a staff member to be responsible for application and supervision of the implementation of cargo security and overseeing the compliance with the requirements stipulated in Part C of this Document.

Recruitment

- (1) Job applicant's identity shall be established by means of documentary evidence such as passport, national identity card or registry of birth record.
- (2) The pre-employment check on education and employment history of the job applicant shall also be conducted.
- (3) An account consignor should be cautious in the recruitment process with an objective to ensure that its staff members are reliable and do not pose a potential threat.

Premises

- (1) Access to areas where items, products, goods or consignments designated as air cargo are prepared, packaged and/or stored shall be controlled to ensure that no unauthorized persons have access to them.

Consignment Integrity

- (1) Consignments of air cargo shall not contain any explosive or incendiary device.
- (2) Consignments of air cargo shall be protected against tampering during shipment preparation, storage and transportation for which the consignor is responsible.
- (3) Packaging of consignment of air cargo should be, where possible, made tamper-evident.

Documentation

(1) An account consignor who originates consignment of air cargo for its own account shall provide House Air Waybill / Shipper's Letter of Instruction; and, if available, Packing List / Invoice. Such shipping documents shall contain at least the following information.

- (a) nature / content of consignment;
- (b) quantity of consignment (including weight, number of packages and dimension / volume); and
- (c) account consignor code allocated by its partnering regulated agent.

Transportation

- (1) An account consignor shall ensure that during transportation, their consignments of air cargo are protected against unauthorized interference and, where possible, made tamper-evident.

Unannounced Inspection

- (1) Once recognized as an account consignor, the premise of the consignor company may be subject to unannounced or announced inspection by CAD or its agents.



I, for and on behalf of

_____ (company name of consignor)
 _____ (number of business registration document issued by the government of the country with which the consignor company is registered)

_____ **N/A** _____ (unique known consignor's identification code(s) allocated by Civil Aviation Department)*

* To be completed when the consignor has already been allocated a unique identification code by Civil Aviation Department (CAD). Please fill in "N/A" if not applicable.

(hereafter referred to as "the company") hereby declare to^o:- (% Either Part I or Part II is to be completed.)

Part I	
_____	(company name of the regulated agent who receives cargo consignment from my company)
_____	(RA code of the above regulated agent)

<p>Part II Civil Aviation Department (CAD) of the Hong Kong Special Administrative Region for the purpose of applying for# / renewing# a unique identification code of known consignor after completion of independent validation on _____ (date in dd/mm/yyyy) # Please delete as appropriate</p>

that:-

- (a) Consignments of air cargo are prepared in secure premises by reliable staff members.
- (b) Consignments of air cargo are protected against tampering during shipment preparation, storage and transportation for which the company is responsible.
- (c) I accept that the packaging and the contents of any consignment of air cargo may be examined for security reasons.
- (d) Consignments of air cargo do not contain any explosive or incendiary device.
- (e) I accept unannounced or announced inspections by CAD or its agents and agree to provide any documents directly or through an independent validator to CAD for the purpose of monitoring the compliance with security requirements stipulated in the Requirement Document for Consignor, the Handling Procedures for Regulated Agent Regime and any other directions given from time to time by CAD.
- (f) I will ensure the continual compliance with the security requirements stipulated in the Requirement Document for Consignor and the requirements are communicated to all staff members with access to consignment of air cargo and/or related shipping documents.
- (g) I will provide the regulated agent who recognizes my status of known consignor with the relevant details as soon as reasonably possible if:
 - (i) the person responsible for application and supervision of the implementation of cargo security has changed;
 - (ii) changes to premises or procedures are likely to significantly impact on security;
 - (iii) the company ceases trading and no longer handles air cargo; or
 - (iv) the company no longer implements the required security controls stipulated in the Requirement Document for Consignor.
- (h) I understand that the applicable requirements for known consignor as set out in the Requirement Document for Consignor will take effect from the date when the Independent Validation for Known Consignor is effective and, without successful validation, my status of known consignor will become invalid from that date.

I understand that making false declaration knowingly may be liable to prosecution and I accept responsibility for this declaration.

Name: _____ Date: _____
 Position in Company: _____ Signature: _____
 Company Address: _____ Company Chop: _____

Note 1 This Declaration shall be renewed every 3 years.
 2 This Declaration shall be signed by the person responsible for application and supervision of the implementation of cargo security.
 3 Texts struck out in this Declaration will be reinstated when the Independent Validation for Known Consignor is effective.

Appendix II



Account Consignor Declaration of Compliance

Civil Aviation Department (CAD)

The Government of the Hong Kong Special Administrative Region

I, for and on behalf of

_____ (company name of consignor)

_____ (number of business registration document issued by the government of the country with which the consignor company is registered)

(hereafter referred to as "the company") hereby declare to:-

_____ (company name of the regulated agent who receives cargo consignment from my company)

_____ (RA code of the above regulated agent)

that:-

- (a) Consignments of air cargo are prepared in secure premises by reliable staff members.
- (b) Consignments of air cargo are protected against tampering during shipment preparation, storage and transportation for which the company is responsible.
- (c) I accept that the packaging and the contents of any consignment of air cargo may be examined for security reasons.
- (d) Consignments of air cargo do not contain any explosive or incendiary device.
- (e) I accept unannounced or announced inspections by CAD or its agents and agree to provide any documents directly to CAD for the purpose of monitoring the compliance with security requirements stipulated in the Requirement Document for Consignor, the Handling Procedures for Regulated Agent Regime and any other directions given from time to time by CAD.
- (f) I will ensure the continual compliance with the security requirements stipulated in the Requirement Document for Consignor and the requirements are communicated to all staff members with access to consignment of air cargo and/or related shipping documents.
- (g) I will provide the regulated agent who recognizes my status of account consignor with the relevant details as soon as reasonably possible if:
 - (i) the person responsible for application and supervision of the implementation of cargo security has changed;
 - (ii) changes to premises or procedures are likely to significantly impact on security;
 - (iii) the company ceases trading and no longer handles air cargo; or
 - (iv) the company no longer implements the required security controls stipulated in the Requirement Document for Consignor.

I understand that making false declaration knowingly may be liable to prosecution and I accept responsibility for this declaration.

Name: _____ Date: _____

Position in Company: _____ Signature: _____

Company Address: _____ Company Chop: _____

Note 1 This declaration shall be renewed every 5 years.

2 This Declaration shall be signed by the person responsible for application and supervision of the implementation of cargo security.