



Notice to Regulated Air Cargo Screening Facilities 2/2024

Tendering Unscreened Cargo as Screened Cargo, Unqualified Screeners and Counterfeit Documents

With the full implementation of 100% security screening on export air cargo, Regulated Air Cargo Screening Facilities (RACSFs) shall conduct security screening on all air cargo received, to a standard reasonably sufficient to detect explosives and incendiary devices which may jeopardise the safety of civil aviation. It is the responsibility of every RACSF to maintain a log of all security screening conducted and issue a receipt to Regulated Agent as proof of security screening, with details as required in the [RACSF Security Programme](#) (RACSF SP), [Handling Procedures for RACSF](#) and other relevant requirements.

2. The CAD has the following observations on the recent cases of tendering unscreened cargo as screened cargo and unqualified screeners and counterfeit documents, and hence would like to draw the attention of all RACSFs –

i. Tendering Unscreened Cargo as Screened Cargo and Counterfeit Screening Records

Two RACSFs failed to implement 100% security screening on all export air cargo received, and counterfeiting screening records were made up by their staff as proof of screening. Such act of tendering unscreened cargo as screened cargo is a major deficiency under the RACSF scheme, and the presentation of counterfeit documents has been reported to Hong Kong Police Force for their investigation. The act seriously compromises aviation safety and may potentially lead to severe consequences such as damage to aircraft and casualties. **The PIC and NPs are responsible to ensure that security screening of all cargo has been fully conducted, and the screening logs and screening receipts have accurately and truly reflected the security screening conducted.** The PIC and NPs shall clearly communicate the importance of security screening and possible consequence to its own staff and contractor's staff with access to consignment designated as air cargo and/or related shipping documents. Also, the PIC and/or NPs are recommended to **sample the consignments recorded in the screening documents and verify the information against the relevant records of CCTV and X-ray images on a monthly basis** in order to identify any discrepancies or detect any malpractice(s) of individual staff, and document the sampling check conducted for inspection by the CAD. Should there be non-compliance by the staff, the PIC and NPs will be ultimately held responsible.

ii. Unqualified Screeners with Counterfeit Screener's Certificates

An RACSF reported to the CAD on an unqualified screener who was assigned by its screening service contractor to replace the original screener with suspected counterfeit screener's certificates. Upon verification with the Certification Body (CB), it was confirmed that such person had never been certified by the concerned CB. The RACSF immediately terminated the screening service contract with the concerned contractor and **reported to the Hong Kong Police Force**. All RACSFs are reminded that **using unqualified security screeners is a major deficiency** under the RACSF scheme. An unqualified person who has not been subject to initial and recurrent training and certification is not capable to conduct security screening on cargo, posing risks to the aviation security and safety. As RACSFs bear the ultimate responsibility of the screening performed by their screeners, they are strongly recommended to **exercise the due diligence and verify the certification of new screeners with the corresponding screening service contractor(s) and the CB**, and keep the verification record as a proof upon request. The contacts of CB are available on the CAD website and recapped below for easy reference.

HKIAA-AVSECO JV

Telephone number: 2183 2388

Email address: AcademyEnquiry@hkairport.com

G4S Secure Solutions (Hong Kong) Limited

Telephone number: 2173 3333

Email address: aviation@hk.g4s.com

Mechanism of Handling Deficiencies Committed by RACSFs

3. All RACSFs are reminded that non-compliance with the RACSF SP, the Handling Procedures for RACSF and other requirements stipulated in Notices to RACSFs will be handled as per the [Notice to RACSFs 4/2021](#). The actions by CAD will be escalated under certain situations. Misleading the CAD and other parties along the air cargo supply chain by presenting counterfeit documents, such as proof of screening or other shipping documents, is not only a major deficiency, but may also lead to **suspension or de-registration of RACSF status, and applications for re-registration from these companies will not normally be considered. Any suspected cases of counterfeit documents will also be referred to Hong Kong Police Force for their investigation.**

Reporting of Non-compliance

4. As mentioned in the [Notice to RACSFs 1/2024](#), everyone in the air cargo industry is obliged to actively prevent or combat any malpractices and irregularities which may give rise to any concerns about air cargo security, and has a duty to report them to the concerned person or party. Therefore, any suspected non-compliance with the Regulated Agent Regime (RAR) and/or RACSF scheme or

any other issues of aviation security concerns should be reported to the CAD via the following means:

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

5. The following information is suggested to be included in the report to enable follow-up action:

- Name and code of the RA/RACSF with suspected non-compliance;
- Capacity of the person who makes the report (e.g. RACSF's staff or contractor's staff)
- Subject of the non-compliance (e.g. warehouse security, security screening, cargo processing, transportation security);
- Details (with date, time and location) of the non-compliance;
- Details of the related consignments (e.g. MAWB/HAWB Number, Screening Date/Time, Departure Date/Time from the RACSF, Flight Number, Flight Date, Air Carrier, Destination);
- Supporting Photos / Images / Documents showing the non-compliance; and
- Contacts of the persons making the report (e.g. Name, Contact Number / Email)

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

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.

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

10 December 2024

Aviation Security Section

Airport Standards Division

Civil Aviation Department