



# Advisory Circular AC109-1

Issue 2

15<sup>th</sup> May 2023  
Regulated Air Cargo Agent –  
Certification

## General

Civil Aviation Authority Advisory Circulars contain information about standards, practices, and procedures that the Director has found to be an **Acceptable Means of Compliance (AMC)** with the associated rule.

An AMC is not intended to be the only means of compliance with a rule, and consideration will be given to other methods of compliance that may be presented to the Director. When new standards, practices, or procedures are found to be acceptable they will be added to the appropriate Advisory Circular.

An Advisory Circular may also include **Guidance Material (GM)** to facilitate compliance with the rule requirements. Guidance material must not be regarded as an acceptable means of compliance.

## Purpose

This Advisory Circular provides guidance for compliance with the security requirements and standards of Part 109 for the carriage by air of cargo and mail on an aircraft conducting an international regular air transport passenger service.

## Related Rules

This Advisory Circular relates specifically to Civil Aviation Rule Part 109.

## Change Notice

Revision 1 removes reference to actual dollar amounts where CASA PNG fees are mentioned and instead refers to the Civil Aviation Charges Regulations.

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## Subpart A – General

### Rule 109.1 Purpose.

The requirements of Part 109 apply to cargo and mail being carried by air on aircraft conducting international regular air transport passenger services. These requirements also cover cargo or mail intended for carriage by air on all-cargo aircraft (Certified under Part 121) conducting a domestic air transport Operations.

### Rule 109.3 Definitions

Relevant definitions for Part 109 are contained in Part 1 and Part 12. Key definitions are repeated below for ease of reference.

**Access controlled**, in relation to a particular area, means an area that is secured in a manner that prevents the entry of any unauthorised person.

**Air operator** means the holder of:

1. an air operator certificate granted under section 49 of the Act (the Civil Aviation Act 2000) and in accordance with Part 119; or
2. a foreign air operator certificate granted under section 49 of the Act and in accordance with Part 129; or

**Cargo** means any property carried on an aircraft other than mail, stores and baggage:

**Cargo security incident** means an incident involving cargo or mail that is carried, or has been accepted by a regulated air cargo agent or an air operator for carriage, by air on an aircraft conducting an international regular air transport operation passenger service, and —

1. there is evidence of tampering or suspected tampering with the cargo or mail which could be an act or an attempted act of unlawful interference; or
3. a weapon, explosive, or other dangerous device, article or substance, that may be used to commit an act of unlawful interference is detected in the cargo or mail.

**Declaration of security** means a declaration made in accordance with the requirements of Part 109 regarding a consignment of cargo or mail.

**Domestic air operator** means an air operator who conducts commercial air transport operations within Papua New Guinea.

High-risk cargo or mail mean Cargo or mail presented by an unknown entity or showing signs of tampering shall be considered high risk if, in addition, it meets one of the following criteria:

**High-risk cargo or mail** means cargo or mail shall be considered high risk if,  
(a) specific intelligence indicates that the cargo or mail poses a threat to civil aviation; or  
(b) the cargo or mail shows anomalies or signs of tampering which give rise to suspicion.

**International air operator** means an air operator who conducts commercial air transport operations to or from Papua New Guinea.

**Known customer** means a shipper of cargo or mail who has an established association with a regulated air cargo agent or an air operator for the carriage of the shipper's cargo or mail by air and who is registered with the regulated air cargo agent or the air operator.

**Mail** means any letter, package, parcel, postcard, or other article that is to be delivered by courier, a postal operator, or other postal agency, or diplomatic agency.

**Regulated air cargo agent (RACA)** means the holder of a regulated air cargo agent certificate granted under section 49 of the Act and in accordance with Part 109.

**Screening** means the application of technical or any other means to detect a weapon, explosive, or other dangerous device, article or substance, that may be used to commit an act of unlawful interference:

*Note. — Certain dangerous articles or substances are classified as dangerous goods and must be transported in accordance with Part 92.*

Security control means a method used to prevent the introduction on board an aircraft or at an aerodrome of a weapon, explosive or other dangerous device, article or substance that may be used to commit an act of unlawful interference.

**Statement of content** means an accurate description of the items that are contained within a consignment of cargo or mail for carriage by air.

**Transfer Cargo or mail** means cargo or mail departing on an aircraft other than that on which it arrives

**Unlawful interference** means an act or attempted act endangering a passenger, crew member, ground personnel, aircraft, or facility.

### **Rule 109.5 Requirements of Certificate**

A person must not act as a regulated air cargo agent to provide a consignment of cargo or mail to an air operator for carriage by air except under the authority of a regulated air cargo agent certificate granted in accordance with this Part, if—

#### **Rule 109.5 (a) Carriage on international air transport Operations**

This rule states that a person must not act as a regulated agent to provide cargo or mail to an air operator to be carried on an aircraft conducting an international commercial air transport operation except under the authority of a regulated air cargo agent certificated granted in accordance with Rule 109;

#### **Rule 109.5 (b) Carriage on domestic air transport operations.**

This rule states that a person must not act as a regulated agent to provide cargo or mail to an air operator to be carried on an all-cargo aircraft conducting a domestic commercial air transport operation under Part 121 except under the authority of a regulated air cargo agent certificated granted in accordance with Rule 109;

### **Rule 109.7 Application for Certificate**

The application form CASA 109/01 is to be submitted to the Director of Civil Aviation Safety Authority of PNG (CASA PNG) at the following address:

Rules Dockets Clerk  
Civil Aviation Safety Authority of PNG  
PO Box 1941  
Boroko 111 NCD  
Email: rules@casapng.gov.pg

The application is to be accompanied by the exposition required by rule 109.711. The application form is available on the CASA PNG website [www.casapng.gov.pg](http://www.casapng.gov.pg).

The current charge payable for the assessment of an application for a Regulated Air Cargo Agent (RACA) certificate is show in the Schedule of Charges on the CASA PNG website.

### **Rule 109.9 Grant of Certificate**

RACA certificates are granted in accordance with section 49 of the Civil Aviation Act 2000. The Director has certain obligations when granting certificates. These include being satisfied that:

1. the nominated senior persons in the organisation are fit and proper persons; and
2. the applicant meets the applicable requirements of Civil Aviation Rule Part 109; and
3. the exposition includes procedures detailing the organisation's methods of compliance with the relevant rules; and
4. granting the certificate is not contrary to the interests of aviation safety or security.

### **Rule 109.11 Privileges of Certificate Holder**

A regulated air cargo agent certificate authorises the holder to act as a regulated air cargo agent to issue a declaration of security for a consignment of cargo or mail that is to be carried by air on:

#### **Rule 109.11 (a) international commercial air transport operation.**

This rule states that the holder of a regulated cargo agent certificate is authorised to act as a regulated agent to issue a declaration of security for a consignment of cargo that is to be carried by air on an aircraft conducting an international commercial air transport operation;

#### **Rule 109.11 (b) domestic commercial air transport operation under Part 121**

This rule states that the holder of a regulated cargo agent certificate is authorised to act as a regulated agent to issue a declaration of security for a consignment of cargo that is to be carried

by air on an all-cargo aircraft conducting a domestic commercial air transport operation under Part 121.

### **Rule 109.13 Duration of Certificate**

#### **Rule 109.13 (a) Maximum certification period**

This rule states that a regulated air cargo agent certificate may be granted or renewed for a maximum period of up to 5 years.

#### **Rule 109.13 (b) Certificate Status**

This rule states that a regulated air cargo agent certificate remains in force until it expires or is suspended or revoked.

### **Rule 109.15 Renewal of Certificate**

The renewal of the certificate after 5 years is a re-entry process back into the aviation system. This will involve completing a new application with new fit and proper person assessments etc.

## **Subpart B – Certification Requirements**

### **Rule 109.51 Personnel Requirements**

To meet the requirement of rule 109.51(a), the “Chief Executive” and “senior persons” involved must be named in the exposition and full details provided with the application so that “fit and proper person” assessments in accordance with Section 50 of the Civil Aviation Act can be carried out by the CASA PNG.

Section 51 of the Act establishes the rights and appeal provisions where an adverse decision is made under the provisions of Section 10 of the Civil Aviation Act can be carried out by the CASA PNG.

Section 11 of the Act establishes the rights and appeal provisions where an adverse decision is made under the provisions of Section 10.

As part of the ‘fit and proper person’ assessment, applicants must have a background check report from the Royal Papua New Guinea Constabulary. CA FPP form needs to be completed for fit and proper person applications. This is available on the CASA PNG website [www.casapng.gov.pg](http://www.casapng.gov.pg) - search under Forms.

#### **Rule 109.51 (a)(1)(i) Chief Executive**

In the Civil Aviation Rules, the ‘chief executive’ is the person responsible for the financing and resourcing of the organisation holding the certificate. The organisation holding the RACA certificate could be the whole organisation or a branch of the parent organisation. In this way, ‘chief executive’ is simply the title given to the person identified in this position for the purposes of certification rather than the Chief Executive Officer of the parent organisation, or the organisation as a whole. For example, if company ‘A’ is a multi-national organisation, the person identified as the Chief Executive for the RACA certificate may be the General Manager of the Papua New Guinea (PNG) branch of company ‘A’. However, this person must be in control of, and able to make executive decisions about, the financing and resourcing of the RACA organisation in PNG, and ensure the RACA’s exposition complies with the rule.

This person will need to demonstrate during initial application and at any other time, that they have the appropriate knowledge to control the organisation.

#### **Rule 109.51 (a)(1)(ii) Responsibility of the Chief Executive**

This rule requires that the chief executive or the responsible senior that is accountable and responsible in ensuring that the organisation complies with the requirements of this part.

#### **Rule 109.51 (a)(2) Senior Persons**

This rule requires the senior person or the senior persons responsible to the chief executive for ensuring that the applicants organisation complies with its exposition.

#### **Rule 109.51 (a)(3) Sufficient Personnel**

This rule requires that there are sufficient personnel to implement the cargo and mail security procedures.

#### **Rule 109.51 (b) Assessing and maintaining competency**

This rule requires the applicant for the grant of a regulated air cargo certificate must establish procedures for assessing and maintaining the competency of those personnel who are



authorised to carry out work relating to the security of cargo or mail as specified in the applicant's exposition.

#### **Rule 109.51 (c) Recruitment and selection criteria**

This rule requires that the RACA must establish procedures for proper recruitment and selection criteria of its management and operational personnel.

#### **Rule 109.53 Facility Requirements**

This rule requires that the RACA must provide appropriate facilities and that may be applicable to activities and services that are to be provided by the applicant:

##### **Rule 109.53 (1) Receiving cargo or mail from unknown customer**

This rule requires the RACA to establish procedures for receiving and applying security controls to cargo or mail from a person who is not a known customer.

The facilities must be arranged to ensure that the RACA's personnel are able to distinguish between a consignment of cargo or mail from an unknown customer and a consignment of cargo or mail that has had security controls applied to it or is known cargo. One method of achieving this may be to have storage areas within the facilities divided so that a clear distinction is maintained between cargo or mail that has been screened or come from a known customer, and cargo or mail that has been received from an unknown customer. Another method maybe to have the cargo or mail that is screened or known clearly labelled as such.

##### **Rule 109.53 (2) Receiving consignment of cargo and mail from known customer**

This rule requires the RACA to establish procedures for receiving a consignment of cargo and mail from a known customer and ensure procedures for checking the consignment and associated documents are established.

A RACA's facilities must be capable of providing a secure environment for receiving consignments of cargo or mail, applying security controls, storing consignments, and delivering the consignments to the air operator to ensure that consignments are not tampered with and to prevent the introduction of any weapon, explosive, or other dangerous device or substance that may be used to commit an act of unlawful interference. The exact nature of the facilities required may depend on the nature and scale of the RACA's operations and the scope of the services the organisation intends to provide. The following information is provided for guidance purposes.

Some RACAs may wish to handle and allow an individual consignment of cargo or mail to move through their premises without issuing a declaration of security. If so, measures must be taken to ensure that such consignments are identifiable from those for which a declaration has been issued.

##### **Rule 109.53 (3) Storing of consignments**

This rule requires the RACA to establish procedures for storing a consignment of cargo and mail that has undergone the required security controls in an access controlled area to protect the consignments from tempering.

The facilities must also provide for the cargo that has been subject to security controls to be kept in an access controlled environment before it is delivered to the air operator for carriage on board an aircraft. Accordingly, the cargo should not be left in an area that is accessible to the general public and not subject to access control unless appropriate security control of the cargo is maintained. An example of this situation would be where cargo is left on open road ways or freight shed car parks that are not fenced and open to the public. Even if the cargo is left for a short period of time, the security controls need to be sufficient to prevent the introduction of weapons, explosives, or any dangerous devices. These security controls should include the cargo being kept under sufficient direct supervision.

#### **Rules 109.53 (4) Movement of consignment from RACA to air operator**

This rule requires the RACA to establish procedures for secure delivering a consignment of cargo and mail from the air cargo agents access controlled storage area to the air operators and procedures and means to ensure that the consignment is not tampered with.

The outcome sought by this Rule is that the cargo is managed in a manner that will ensure its security from the time of acceptance from a known customer or having security controls applied until delivery to an air operator.

Without, in any way reducing the responsibility of the RACA to prevent unauthorised access to their facilities, the documented procedures in the exposition will need to detail the immediate steps to be taken to report to management responsible for the facility in cases where:

1. it has not been possible to prevent the access of any unauthorised person to the facility;  
or
2. it is suspected that access controls may have been breached.

The actions detailed need to be appropriate to address any risk to cargo or mail and to ensure the integrity of the security controls previously applied to any cargo or mail that was physically present within the facility at the time in question.

If there has been any tampering or suspected tampering of the cargo or mail which could be an act or an attempted act of unlawful interference, the occurrence must be reported to the Director in accordance with the procedures required under rule 109.65.

#### **Rule 109.53 (5)(i) identification system**

This rule requires the RACA to establish, implement and maintain identification system access control procedures in respect of the persons and vehicles in order to prevent unauthorised access to the airside and the security restricted areas.

#### **Rule 109.53 (5)(ii) Granting access**

This rule requires the RACA to establish, implement and maintain procedures that access shall be granted to only those with operational need or other legitimate reasons to be there.

A RACA must have procedures to ensure that all persons who enter the access controlled areas are authorised by the RACA or are accompanied by a person who is authorised.

Further to this, rule 109.109 provides that a RACA must not permit a person to enter, and a person must not enter an access controlled area unless the person holds a valid written authorisation issued in accordance with the procedures required under rule 109.59(b); or the person is accompanied by a person who holds such an authorisation.

#### **Rule 109.53 (iii) Verification of identity and authorisation**

This rule requires the RACA to establish, implement and maintain procedures for verification of identity and authorisation at designated check points before access is allowed to airside and security restricted areas.

#### **Rule 109.55 Cargo and mail including transfer Cargo and Mail Security Control Procedures**

This rule requires a RACA to establish security control procedures in respect of consignments of cargo or mail including transfer cargo and mail before it is accepted for carriage on board any aircraft engaged in an international regular air transport passenger service.

In accordance with rule 109.71(a)(9), the procedures required under this rule must be either included in detail in the RACA's exposition or included at an outline level along with information that identifies the specific documentation that contains the detailed procedures in question.

The exact nature of the procedures required may also depend on the nature and scale of the RACA's operations and the scope of the services the RACA intends to provide.

#### **Rule 109.55(a)(1) Security Controls for Cargo or Mail including transfer cargo or mail not received from a known customer**

This specific requirement relates to cargo or mail including transfer cargo or mail received by a RACA from a person who is not a known customer to the RACA.

Security controls applied to cargo or mail received from a person who is not a known customer need to be sufficient to prevent any weapon, explosive or other dangerous device, article or substance that may be used to commit an act of unlawful interference from being placed on board the aircraft via this means.

Screening is a form of security control. Acceptable screening methods are listed in Appendix B.1 to the rule. Standards for the screening of cargo or mail are contained in rule 109.57. Information on practices and procedures that the Director considers to be an acceptable means of compliance (AMC) with the provisions of rule 109.57 are referred to later in this AC.

The special nature of some types of cargo or mail to be transported by air means that they may not necessarily require screening, even if the cargo or mail is from an unknown customer. Information on the categories of cargo or mail that do not need to be screened is security sensitive and is not suitable for inclusion in this publically available AC. Relevant information for RACA certificate holders is available upon application from:

Rules Dockets Clerk  
Civil Aviation Safety Authority of PNG  
PO Box 1941  
Boroko 111 NCD  
Email: rules@casapng.gov.pg

The RACA must have procedures to ensure any such categories of cargo received by them are still subject to the remaining secure storage, handling and transport provisions of the rule.

### **Rule 109.55(a)(2) Acceptance of Consignments from Known Customers**

#### **Rule 109.55 (a)(2)(i) Statement of content**

This rule requires that where a consignment of cargo or mail including transfer cargo or mail is accepted by a RACA from one of its known customers the consignment must be accompanied by a statement of content.

#### **Rule 109.55 (a)(2)(ii) checking for signs of tampering**

This rule requires that the RACA's authorised person accepting a consignment of cargo or mail into the RACA's facility from a known customer must check the consignment for any evidence of tampering. Alternatively, this check for tampering may take place at the time of pickup of the consignment from the known customer but in this situation, the individual picking up the consignment must be appropriately authorised by the RACA under rule 109.59 and the consignment must be protected from possible tampering.

The RACA's procedures for accepting a consignment of cargo or mail from a known customer must include a means for identifying any tampering to a consignment. Rule 109.61 requires that the known customer has appropriate systems and procedures for protecting a consignment of cargo or mail and this protection must be of a standard that will enable the RACA to readily identify any tampering with the consignment.

There are various means for protecting a consignment. The method of protection utilised by the RACA must be capable of maintaining the secure status of the consignment to prevent any undetected introduction of any weapon, explosive, or other dangerous device, article or substance that may be used to commit an act of unlawful interference.

One method of maintaining the secure status of a consignment is to have the consignment sealed. A seal may be on individual cartons/items of freight or encompass a larger consolidated consignment in palletised or other form.

Procedures for the placement of seals on cargo or mail, where appropriate, must be included within the processes established between the RACA and the known customer.

The CASA PNG does not prescribe or mandate the use of any particular type of seal. Where a seal is used it must be capable of displaying identifiable evidence of any tampering to the RACA's authorised person who is accepting the consignment into the RACA's facility.

Any seals applied for compliance with any government agency, such as the PNG Customs Service, requirements will be assessed by the CASA PNG for Part 109 compliance purposes on a case by case basis. An applicant for a RACA certificate who wishes to have any such seals

considered for Part 109 compliance will need to include in their exposition, a reference to these and the processes involved in checking the seals integrity upon accepting the consignment into their facility. Any such seal will need to be capable of displaying identifiable evidence of tampering, in any individual instance, to the RACA's authorised personnel.

The procedures established with individual known customers for the acceptance of consignments do not need to be individually contained within the RACA's exposition. They may be held on individual files for each known customer but, in accordance with rule 109.71(a)(9)(iii), the exposition must contain an outline of the process involved in establishing the acceptance procedures and information that identifies the specific documentation containing the detailed procedures in question.

#### **Rule 109.55(a)(3)(i) Check of Statement of Content**

This rule requires that the RACA must have procedures to ensure that the statement of content provided by a known customer for a consignment of cargo or mail is checked including transfer cargo or mail by a person authorised to do so by the RACA to ensure that the statement of content does not list any weapon, explosive, or other dangerous device, article or substance that may be used to commit an act of unlawful interference.

#### **Rule 109.55 (a)(3)(ii) Statement of content is originating from known customer**

This rule requires that the statement of content must be identified as originating from the known customer. The RACA must have procedures to determine that the person presenting the statement of content to the RACA is a representative of the known customer. By way of guidance this may involve use of various forms of photo identification when presentation of the statement of content has been made personally by an individual. Where the statement of content has been delivered electronically the individuals approved by the known customer to issue statements of content must be listed in the procedures contained in the RACA's exposition.

The procedures established with individual known customers for statements of content do not need to be individually contained within the RACA's exposition required under Part 109.71. They may be held on individual files for each known customer with the exposition containing the processes involved in establishing the procedures and as required by Part 109.71(a)(9)(iii), information that identifies the specific documentation that contains the detailed procedures in question.

#### **Rule 109.55(a)(4)(i) Storage of Cargo or Mail including transfer cargo or mail in Access Controlled Area**

This rule requires that the RACA must have procedures to ensure that any consignment of cargo or mail including transit cargo or mail accepted by the RACA and which has had security controls applied to it is held in an access controlled area until delivery to the air operator. Where a consignment of cargo or mail has been loaded for transport to the air operator, the consignment must be stored in an access controlled area prior to transport.

If a consignment of cargo or mail is removed from the access controlled area at any time during storage, the RACA must have procedures to ensure the ongoing integrity of the security controls previously applied to the consignment.

**Rule 109.55(a)(4)(ii) Protection of cargo and mail including transfer cargo or mail from unauthorised interference**

This rule requires the RACA to establish procedures to ensure that cargo or mail including transfer cargo or mail is protected from unauthorised interference from the point of screening until departure of an aircraft.

Cargo consignments shall be protected from unauthorized interference from the point of screening or other security controls are applied until the departure of the aircraft. Unauthorized interference is the situation that would arise when a person has access to secure cargo but are not authorized to do so, or have not been screened to a standard sufficient to detect any prohibited item, and are thus in a position to introduce a prohibited item into that cargo consignment.

Staff should be screened before accessing secure cargo. However, when screening is not possible due to local conditions, other methods should be introduced that afford a similar level of protection. These methods may include the following:

- a) constant observation of cargo by security personnel (either physical or via closed-circuit television (CCTV));
- b) intrusion detection alarm areas;
- c) locked and caged areas;
- d) elevated or automated storage areas;
- e) sealed containers; and
- f) pallets wrapped in tamper-evident material.

Contingency plans should include provisions for re-screening of cargo consignments should there be any doubt over the integrity of consignments or where access to the consignments has been compromised.

**Rule 109.55(a)(5)(i) Delivery of Cargo or Mail to an Air Operator**

This rule requires that a RACA must have procedures to ensure that every consignment of cargo or mail including transfer cargo and mail, handled in accordance with this rule, delivered to an air operator is accompanied by a declaration of security.

Where the RACA chooses to allow a consignment of cargo or mail to move through their premises without applying the appropriate security controls, the RACA must ensure that the consignment is not issued with a declaration of security and is identified as unknown cargo to the air operator.

CASA PNG does not prescribe or mandate the use of any particular format for a declaration of security, but it must contain the information specified in A.1 of Appendix A to Part 109.

A declaration of security must relate to a particular consignment of cargo or mail and must be signed by a person authorised by the RACA under rule 109.59.

**Rule 109.55 (a)(5)(ii) Security of consignment**

This rule requires that the RACA is responsible for maintaining the security of a consignment of cargo or mail from the time the consignment leaves the RACA's access controlled area until the consignment is accepted by the air operator. If the RACA intends to use a third party to transport the consignment to the air operator, then agreed and documented procedures need to

be established (between the RACA and that third party) to ensure that the integrity of security controls applied to the consignment are maintained during transportation to the air operator.

Once the cargo or mail has been accepted, the air operator or its designated representative should:

- a) ensure that there is no sign of tampering until it is placed on the aircraft (*e.g. signs of tampering may have been missed upon acceptance, or tampering could have occurred after the consignment was accepted*);
- b) determine the appropriate security controls to be applied to any given consignment;
- c) carry out appropriate security controls to the required level and record the details of the security controls applied;
- d) protect the consignment from unauthorized interference while it is in the air operator's custody;
- e) ensure that all consignments have been appropriately secured before being loaded onto an aircraft;
- f) ensure that all consignments placed on board an aircraft are recorded on the cargo manifest;
- g) issue appropriate security documentation or electronic records for the consignment

This may include processes that allow for identification of any of tampering with the consignment of cargo or mail during the transportation process.

The seal processes referred to above in respect of rule 109.55(a)(2) are also considered an AMC for this rule requirement.

If a consignment of cargo or mail cannot be made tamper evident for transportation to the air operator, then the transport operation must be carried out by a person who is authorised by the RACA in accordance with rule 109.59(a)(6). Such an authorisation can be issued by a RACA to an employee of a third party organisation as may be required in such cases but that employee would require a favourable security check determination by the Director. Further details on the authorisation process are contained below under the heading of rule 109.59 Authorisation Procedures.

Relevant documented procedures for ensuring that any third party individual is aware of the RACA's responsibilities for transporting consignments of cargo or mail do not need to be individually contained within the RACA's exposition. The procedures may be held on individual files for each third party, but as required by rule 109.71(a)(9)(vi), the exposition must contain details of the process involved for ensuring that the third party is aware of their responsibilities including information that identifies the specific documentation containing the detailed procedures in question.

#### **Rule 109.55(b) Persons Implementing Security Controls**

This rule requires that the RACA must ensure that persons implementing security controls required by rule 109.55(a) are appropriately trained and hold an appropriate authorisation issued in accordance with rule 109.59

Further information on these matters is provided below.

Training Employees and authorized representatives of actors within the secure supply chain must receive cargo security and screening training in accordance with the applicable programmes and their job requirements, which include clearly established curricular requirements and proficiency standards.

### **Rule 109.57 Screening Procedures for cargo or mail including transfer cargo or mail**

#### **Rule 109.57(a) Screening Procedures**

This rule requires that the RACA who intends to screen cargo or mail including transfer cargo or mail must have procedures for such screening. As required by rule 109.55, the procedures required under this rule must be either included in detail in the RACA's exposition or included in the exposition at an outline level along with information that identifies the specific documentation that contains the detailed procedures in question.

If a RACA chooses not to screen cargo or mail, this needs to be identified in the exposition. In such instances the exposition needs to contain the procedures the RACA intends to utilise to ensure that in any cases where it arranges for consignments to be screened by a third party, this screening is carried out in accordance with Part 109.

These procedures (i.e. those relating to third party screening activity) must be detailed in the RACA's exposition or alternatively presented at an outline level in the exposition with information to identify the documentation containing the detailed procedures.

#### **Rule 109.57(b)(1) Methods of Screening**

The procedures required under rule 109.57(a) must identify the methods of screening to be used by the RACA. Acceptable screening methods are listed in Appendix B.1 of Part 109.

Detailed guidance material on the screening methods taking (including categories of cargo and screener performance requirement) is security sensitive and not suitable for inclusion in this publicly available AC. Relevant information for RACA certificate holders is available upon application from:

Rules Dockets Clerk  
Civil Aviation Safety Authority of PNG  
PO Box 1941  
Boroko 111 NCD  
Email: rules@casapng.gov.pg

#### **Rule 109.57(b)(2) Processes of Screening**

This rule requires that the procedures to be followed by each person conducting screening (using one or more of the methods identified in Appendix B.1 of Part 109) must be established.

As an example, these procedures may include the need to physically search items of cargo or mail where required or the application of another method or additional means of screening when an item subject to X-ray screening is unable to be clearly identified on the X-ray monitor.

Any method of screening to be used by the RACA must meet standards acceptable to the Director. The Director will need to take into account the ability of any particular screening



method to detect an aviation threat sized quantity of explosive. A range of factors may impact on what quantity of explosive could be considered to be a “realistic aviation threat” in any particular instance.

When considering the acceptability of any individual screening system or method, the Director may give due regard to any prior acceptance or certification of such a system or method for cargo screening purposes by other international regulatory or technical bodies, including but not limited to the United States Transport Security Administration (TSA), the European Civil Aviation Conference (ECAC), or the United Kingdom Department for Transport (UK-DfT).

Detailed guidance material on the acceptability of screening methods and procedures is security sensitive and not suitable for inclusion in this publicly available AC. Relevant information for RACA certificate holders is available upon application from:

Rules Dockets Clerk  
Civil Aviation Safety Authority of PNG  
PO Box 1941  
Boroko 111 NCD  
Email: rules@casapng.gov.pg

The documented procedures for the screening method must include procedures for the management of situations involving the detection of any suspected or actual explosive device or substance.

Some aspects of the procedures for managing these situations may vary depending upon the physical environment of individual RACAs premises, the size and nature of the item or consignment in question and the method of screening being applied at the time in question. It is also recognised that RACAs may have other pre-existing compliance requirements that relate to employee health and safety considerations and hazardous substances.

Accordingly, it is neither practicable nor desirable for CASA PNG to specify a procedure that may be applicable in any particular situation. By way of guidance however any such procedure will need to provide for the safety of RACA personnel, and any other person whose safety may be comprised in such situations, the alerting of Police, and the actions to be taken to ensure that the consignment or item containing the suspected or actual explosive device or substance is controlled in a manner that mitigates the threat posed by it.

#### **Rule 109.57(b)(3) Authorisation of Screeners**

This rule requires that persons conducting screening must be individually authorised in accordance with rule 109.59. The authorisation must specify what particular method of screening the individual is authorised to conduct.

#### **Rule 109.57(b)(4) Periodic Testing of Screening Method**

This rule requires the RACA to establish procedures for screening methods must be subject to periodic tests as per the requirements of Appendix B.2 of Part 109.

A test of the screening method should be completed at least once every 28 days to give ongoing assurance that the method is functioning as required and capable of delivering ongoing and appropriate levels of detection.

A test of the proficiency of the personnel who conduct screening methods should be conducted at least once every 150 days in accordance with the requirements of Appendix B.2 of Part 109.

Detailed guidance material on acceptable testing processes (including acceptable test pieces) is security sensitive and not suitable for inclusion in this publicly available AC. Relevant information for RACA certificate holders is available upon application from:

Rules Dockets Clerk  
Civil Aviation Safety Authority of PNG  
PO Box 1941  
Boroko 111 NCD  
Email: rules@casapng.gov.pg

#### **Rule 109.57(b)(5) Screening Equipment Maintenance**

This rule requires the RACA to establish procedures for technical equipment used for screening must be maintained to high standards to ensure that it remains capable of detecting, in cargo or mail consignments, any weapon, explosive, or other dangerous device or substance that may be used to commit an act of unlawful interference.

Equipment manufacturers will specify a programme of maintenance for the equipment which will generally be acceptable for the purpose of compliance with this Rule Part. Any such maintenance programme must be included within the RACA's exposition at either a detail or outline level. In the case of the latter, any such outline must include information that identifies the documentation that contains the maintenance programme.

#### **Rule 109.57(b)(6) Screening Method Failure**

This rule requires the RACA to establish a procedure that If a failure of the screening method is detected, by the RACA either during a scheduled screening method test or during the screening process, the RACA must have procedures in place to assess the extent of the failure. The assessment process must include procedures to consider the need to recall any consignment of cargo that has been screened but not carried by the air operator at the time of the discovery of the failure. If the assessment of the screening method failure determines that cargo already screened and not carried by an air operator requires additional screening, then the RACA must have procedures in place to ensure this additional screening is applied.

#### **Rule 109.57(b)(7). Methods of screening**

This rule requires that the procedures required under rule 109.57(b)(7) must identify the methods of screening to be used by the RACA. Acceptable screening methods are listed in Appendix B.1 of Part 109.

Detailed guidance material on the use of appropriate screening methods taking into account the nature of the consignment (including screener performance requirement) is security sensitive and not suitable for inclusion in this publicly available AC. Relevant information for RACA certificate holders is available upon application from:

Rules Dockets Clerk  
Civil Aviation Safety Authority of PNG  
PO Box 1941  
Boroko 111 NCD  
Email: rules@casapng.gov.pg

**Rule 109.57 (b)(8) Acceptance of cargo and mail including transfer cargo and mail**

This rule requires the air operator to establish procedures to ensure that operators do not accept cargo or mail for carriage on an aircraft engaged in commercial air transport operations unless the application of screening or other security controls is confirmed and accounted for by a RACA, or known consignor.

An aircraft operator must accept cargo or mail from a known consignor, account consignor or regulated agent under the following conditions only ;

- a) the consignment is delivered by an established employee or authorized representative of the regulated agent or known consignor;
- b) when delivery of cargo or mail is made or arranged by the known consignor or regulated agent, the employee receiving the cargo or mail for shipment verifies that the consignment is being delivered by the person identified on the consignment security declaration or other accompanying documentation (further details can be found at the end of this section);
- c) there is no sign of tampering with the consignment (taking into account normal wear and tear when moving cargo);
- d) the known consignor or regulated agent has provided a consignment security declaration certifying that the cargo has been cleared in accordance with its security programme. Security programme templates for regulated agents and known consignors can be found in Appendix 31 and Appendix 32, respectively.

Transfer cargo and mail appropriate security controls must be verified before being loaded onto an aircraft provided that:

- a) appropriate security controls have been applied at the Port of origin;
- b) the performance of such security controls has been duly recorded by means of a security status on the accompanying paper documentation or electronic records;
- c) the shipment is protected from unauthorized interference from the point of performance of security controls, including at transfer points.

**Rule 109.57 (b)(9) Re-screening of cargo and mail**

This rule requires the air operator must establish procedures to ensure that cargo or mail including transfer cargo and mail which cannot be accounted for by a RACA, or known consignor, shall be subjected to screening

Where re-screening is required, it should be undertaken in accordance with the requirements of the NCASP

**Rule 109.59 Authorisation Procedures**

This rule requires that a RACA must have procedures for the RACA to issue of an authorisation to the personnel who are employed by or contracted to the RACA to carry out the security control functions (applicable to the RACA's proposed activities) listed in rule 109.59(a)(1) – (7).

**Rule 109.59(a)(1) Authorisation for screening personnel**

This rule requires that the RACA must establish authorisation procedures for personnel who conduct screening of cargo or mail.

**Rule 109.59(a)(2) Authorisation for Personnel applying security controls to accepted cargo or mail**

This rule requires that the RACA must establish authorisation procedures for personnel who are tasked with applying security controls procedures required under rule 109.55(a)(1)

**Rule 109.59(a)(3) Authorisation for Personnel checking consignments and statement of content.**

This rule requires that the RACA must establish authorisation procedures for personnel who are responsible for checking a consignment of cargo or mail, and statement of content received from a known customer in accordance with the security control procedures required by 109.55(a)(2) and (a)(3).

**Rule 109.59(a)(4) Authorisation for Personnel accessing consignment in access control areas.**

This rule requires that the RACA must establish authorisation procedures for personnel who are required in accessing a consignment of cargo or mail that is held in the RACA's access controlled areas.

**Rule 109.59(a)(5) Authorisation for Personnel issuing declaration of security**

This rule requires that the RACA must establish authorisation procedures for personnel responsible for issuing a declaration of security that is required by rule 109.55(a)(4)

**Rule 109.59(a)(6) Authorisation for Personnel delivering cargo or mail**

This rule requires that the RACA must establish authorisation procedures for personnel responsible for delivering a cargo or mail that is accompanied by a declaration of security, but it is not being transported in a 'tamper evident' manner to the air operator in accordance with the security control procedures required by rule 109.55(a)(5)(ii)

**Rule 109.59(a)(7) Authorisation for Personnel entering details of customer into known customer register.**

This rule requires that the RACA must establish authorisation procedures for personnel responsible for implementing the known customer procedures required by rule 109.61(a) and entering details of the known customer into the known customer register required under rule 109.109(2)

The issue of an authorisation to an individual involves the following:

1. the individual must have favourable Police background check
2. the individual must be appropriately trained in accordance with the RACA's training programme required under rule 109.63
3. the individual must be assessed as competent (in accordance with the training programme required under rule 109.63) to carry out the functions for which the authorisation is intended.

Any contracted person working for more than one RACA must be authorised by each RACA. The authorisation by each RACA will require the contracted person to have been granted a favourable Police background check. This check only needs to be completed once but the contracted person will need to supply each individual RACA with documented evidence that

the person holds a favourable check determination before the RACA can issue an authorisation to that person.

The RACA must have a training programme which details how they are going to train their personnel or the personnel of a contractor who carry out security control functions. The RACA can conduct their own training, outsource the training, in accordance with the RACA's training programme or identify the training of other organisations if it meets the RACA's requirements.

Guidance material on the training and competency assessment aspects are contained below under the heading of 109.63 Training of Personnel and Appendix C of this Advisory Circular.

An authorisation issued in accordance with rule 109.59 can only remain valid for a maximum period of 3 years. Any re-issue of an authorisation to a person must be in accordance with the rule 109.59(c).

#### **Rule 109.59(b) Authorisation to Enter an Access Controlled Area**

This rule requires the RACA to establish procedures that an access controlled area is established to maintain a secure environment in which air cargo is stored in the RACA's premises so therefore there is a need to ensure appropriate control of persons entering that area.

This Rule requires the RACA to have procedures to issue an authorisation to every person, other than those escorted in accordance with rule 109.109(2), who is required to enter an access controlled whether the reason is to undertake security controls for the air cargo or for any other reason.

The RACA should include procedures to ensure that, in accordance with rule 109.109, persons who are granted permission to enter an access controlled area are authorised in accordance with rule 109.59(b) or are accompanied by a person who is duly authorised.

#### **Rule 109.59(c)(1)(i) Security Checks**

This rule requires the RACA to establish procedures that an authorisation must not be issued unless the person has undergone a background check, and been granted a favourable determination. The check is required to determine whether or not the person poses a threat to aviation security.

Prior to any authorisation issued by the RACA, the identity of the person authorised must be confirmed as correct by the RACA. For confirmation of the identity of the person by the RACA one of the following forms must be presented to the RACA:

- A Papua New Guinea Driver Licence
- A full birth certificate
- A certificate of Papua New Guinea Citizenship
- A current refugee travel document used by or on behalf of the government of Papua New Guinea
- A Papua New Guinea or overseas passport
- A Papua New Guinea Firearms licence
- A current certificate of identity

- A Papua New Guinea Police or Papua New Guinea Defence Force photo identity card issued to non-civilian staff

A copy of the confirmation of identity must be retained by the RACA in accordance with rule 109.67.

Where a person to be authorised is the holder of a current permanent Airport Security Identity Card (ASIC) issued under Rule 107.65 and will therefore have already undergone a previous security check for the issue of that ASIC, an additional security check is not necessary for rule 109.59 authorisation purposes. Any authorisation issued on this basis however can only last until the AIC in question expires at which stage a new security check will be required for ongoing authorisation and ASIC purposes.

**Rule 109.59(c)(1)(ii) Appropriate Training**

This rule requires that the RACA must establish procedures to ensure for an authorisation issued under paragraph (a), the person has been appropriately trained in accordance with the regulated air cargo agent's training programme required under rule 109.63.

**Rule 109.59(c)(1)(iii) Assesses as Competent**

This rule requires that the RACA must establish procedures to ensure for an authorisation issued under paragraph (a) the person has been assessed as competent, in accordance with the regulated air cargo agent's training programme required under rule 109.63 to carry out security control functions for which the authorisation is intended.

**Rule 109.59(c)(1)(iv) Knowledge of security requirements**

The rule requires that the RACA must establish procedures to ensure for an authorisation issued under paragraph (b), the person has knowledge of security requirements for air cargo.

**Rule 109.59(c)(1)(v) Back ground checks for unescorted access**

This rule requires that the RACA must establish procedures to ensure for an authorisation is not issued unless background checks are completed in respect of the person implementing security controls, persons with unescorted access to sensitive aviation security information prior to taking up their duties or accessing such areas or information

**Rule 109.59(c)(1)(vi) Recurrent back ground checks**

This rule that the RACA must establish procedures to ensure for an authorisation is not issued unless recurrent background checks are applied to persons at an interval of not more than 2 years.

**Rule 109.59(c)(1)(vii) unsuitable background checks**

This rule requires that the RACA to establish procedures that a person found unsuitable by any background check are immediately denied the ability to implement security controls, unescorted access to security restricted areas, and access to sensitive aviation security information.

**Rule 109.59(c)(1)(viii) Competences for persons implementing security controls**

This rule requires the RACA to establish procedures that persons implementing security controls possess all competencies required to perform their duties and are appropriately

selected and trained according to the requirements of the National Civil Aviation Security Programme (NCASP) and that appropriate records are maintained up-to-date

**Rule 109.59(c)(1)(ix) standards of performance for initial and recurrent assessment.**

This rule requires the RACA to establish procedures that relevant standards of performance must be established and initial and periodic assessments must be introduced to maintain those standards.

**Rule 109.59(c)(2)(i) Written authorisation with name of person**

This rule requires the RACA to establish procedures that every authorisation must be in writing and must include the name of the person to whom the authorisation is issued.

**Rule 109.59(c)(2)(ii) ) Written authorisation for the security control function.**

This rule requires the RACA establish procedures that every authorisation must be in writing and must include the security control function or other function that the person is authorised to perform.

**Rule 109.59(c)(2)(iii) Written authorisation for expiry date**

This rule requires the RACA establish procedures that every authorisation must be in writing and must include the expiry date of the authorisation

**Rule 109.59(c)(3) Validity of authorisation**

This rule requires that the procedures required by paragraphs (a) and (b) The RACA must establish a procedure to include that an authorisation must not be issued for a period of more than 2 years.

**Rule 109.59(c)(4) Reissue of authorisation**

This rule requires that the procedures required by paragraphs (a) and (b) The RACA must establish a procedure to include that an authorisation must not be reissued to a person unless the requirements of paragraphs (1), (2) and (3) are complied with

**Rule 109.61 Procedures and Register for Known Customers**

This rule requires that a RACA:

1. has procedures in place relating to their known customers and that these procedures deliver specific outcomes listed in rule 109.61.
2. ensures that these procedures continue to deliver the required outcomes on an ongoing basis.
3. Has a procedure to maintains a register of their known customers.

As required by rule 109.71(a)(9) the procedures by which known customers are recognised by the RACA must be detailed in the RACA's exposition required under rule 109.71. Details specific to individual known customers need not be included in the exposition but the exposition must contain information that identifies the specific documentation in question.

**Rule 109.61(a)(1) Known Customer has knowledge of Security Matters**

This rule requires a RACA to establish procedures to explain to the known customer those security matters relating to the carriage of their (the known customers) cargo or mail along the supply chain.

Matters applicable to individual known customers may vary depending on the size and nature of their operation and the nature of the cargo or mail they submit for carriage.

A RACA will need to demonstrate that the security matters relevant to their potential known customer's operations have been identified and considered, and that these matters have been explained to, and understood by, the customer in question. The known customer must acknowledge that they understand those security matters. This may be in the form of a signed agreement or written acknowledgement that the security matters have been discussed and understood by them.

The security matters relevant to the potential known customer's operations must include as a minimum, the systems and procedures listed in rule 109.61(a)(2) below.

**Rule 109.61(a)(2)(i) Known Customer's Systems and Procedures**

This rule requires that a RACA must have procedures that allow for their known customers to demonstrate (to the RACA) that only intended items of cargo or mail are contained in consignments of cargo or mail forwarded to the RACA for carriage by air.

This could involve the RACA requiring the known customer to demonstrate and document measures in place to:

1. secure the known customer's premises so that persons not permitted by the known customer are unable to access goods before and during packing; and/or
2. ensure those persons who have access to the cargo or mail are known employees and the risk of unauthorised articles being placed in the cargo or mail is minimised.

As mentioned earlier the security measures applicable to an individual known customer may vary dependent upon the size and nature of their operation and the nature of the cargo they submit for carriage. The method of achieving the above requirements may vary in nature and CASA PNG does not prescribe one method over another.

The outcome sought by this rule requirement is that the RACA has assurance that their known customers continue to comply with the procedures outlined in rule 109.61(a).

**Rule 109.61(a)(2)(ii) Consignment accompanied by a statement of content**

This rule requires that a RACA has the responsibility of ensuring that the known customer's procedures meet the requirements of this rule. In some cases, a known customer may be registered with more than one RACA. To eliminate the need for duplication, where the established procedures of the known customer meet the requirements of each RACA's exposition on an ongoing basis then the known customer can be registered with both RACAs through the one process. This does not take away the responsibility of an individual RACA to ensure they maintain awareness of the ongoing status of such known customers and the means by which they will achieve this needs to be included in the exposition.

For each consignment of cargo or mail received by the RACA there must be a statement of content produced by the known customer. The RACA must have procedures to ensure the statement of content has originated from the known customer.

The statement of content must be an accurate description of the items that are contained within the consignment and can be in any form. A commercial invoice or packing slip that



accompanies a consignment when shipped is an example of what an acceptable statement of content should provide.

**Rule 109.61(a)(2)(iii) consignments protected from tampering**

This rule requires the RACA to establish procedures to ensure that each consignment of cargo or mail forwarded by the known customer to the RACA must be protected from tampering or in a state that would display any signs of tampering. CASA PNG does not prescribe or mandate the use of any form of protection from tampering, but the form of protection must be capable of displaying to a RACA any indications that the consignment has been subject to tampering.

**Rule 109.61(a)(2)(iv) Process for protection and sealing of cargo**

This rule requires the RACA to establish a procedure as form of protection may involve the use of a seal or process of sealing the consignment.

A seal may be on individual cartons/items of freight or encompass a larger consolidated consignment in palletised or other form. Procedures for the placement of seals on cargo or mail must be included within the agreed procedures between the known customer and the RACA.

CASA PNG does not prescribe or mandate the use of any particular seal. Where a seal is used it must allow for evidence of any tampering being identifiable by the RACA's authorised person who is accepting the consignment into their facility. Where a consignment of cargo or mail, by its nature, is unable to be sealed, procedures must be established that allow the RACA to identify whether or not the consignment has been tampered with when received into their facility.

Seals applied for compliance with a government agency requirement (such as PNG Customs Service) will be assessed by CASA PNG for Part 109 compliance purposes on a case by case basis. An applicant for a RACA certificate who wishes to have any such seals considered for Part 109 compliance will need to include reference to these and the processes involved in checking the seals integrity upon accepting the consignment into their facility, within their exposition required under rule 109.71. Any such seal will need to provide for evidence of tampering in any individual instance to be identified by the RACA's authorised personnel.

**Rule 109.61(b) Continued Application of Known Customer Requirements**

This rule requires that a RACA's documented procedures must include the means by which they ensure that the security controls implemented by the known customer continue to meet the requirements of rule 109.61(a)(1) & (2) on an ongoing basis.

Such procedures (i.e. the RACA's) must be acceptable to the Director.

Procedures applicable to individual RACAs and their known customers may vary dependent upon the size and nature of their operations and the nature of the consignments handled.

Accordingly, it is neither practicable nor desirable to specify procedures that may be applicable in any particular case. As a guide however the RACA's documented procedures may include reference to:

1. documented observations made during visits to the known customer premises by representatives of the RACA; and/or

2. documented agreements between the RACA and individual known customers that provide the Director with an assurance that the procedures required by rule 109.61(a)(1) & (2) are being maintained.

**Rule 109.61(c) Known Customer Register Details**

This rule requires that a RACA who intends to accept cargo or mail from known customers must keep a register which must contain the details of each known customer. The details must include those required in rule 109.61(c). This register can be kept in manual or electronic form but must be readily available to those employees of the RACA who are authorised to accept the air cargo from the known customer.

It is recommended that a procedure be established for personnel who accept air cargo from known customers to be made aware of the fact that a particular known customer has been removed from the register.

**Rule 109.61(c)(1) Register Customer name**

This rule requires that the RACA must establish a register for the known customer's name (and business name if appropriate)

**Rule 109.61(c)(2) Register for Name and detail pf principal contact**

This rule requires that the RACA must establish a register and procedure for maintaining the current name and details of the principal contact person.

**Rule 109.61(c)(3) Register for customers current address**

This rule requires that the RACA must establish a register and procedure for maintaining the customers current address, and applicable facsimiles, email and telephone numbers.

**Rule 109.61(c)(4) Recruitment and selection criteria**

This rule requires that the RACA must establish a process and procedures for proper recruitment and selection criteria of its known customer management and operational personnel.

**Rule 109.62 Procedures for External Service Providers**

This rule requires that the RACA must establish procedures to ensure that;

**Rule 109.62(a) Outsourcing**

This rule requires that the RACA must establish procedures to ensure that where any work relating to compliance with this Part is intended to be outsourced to an external service provider, the contractual provisions by which the holder of a regulated air cargo agent certificate ensures that any such contractor or other agent complies with the requirements of the holder's regulated air cargo security exposition, are implemented.

**Rule 109.62 (b) Verification of implementation of outsourced security control measures**

This rule requires that the RACA must establish procedures to ensure that as an entity responsible for the implementation of relevant elements of the National Civil Aviation Security Programme (NCASP), it must periodically verify at an interval of not more than 12

months that the implementation of security measures outsourced to external service providers is in compliance with the holder's Regulated Air Cargo Agent exposition

### **Rule 109.63 Procedures for High Risk Cargo or Mail**

#### **Rule 109.63 (a)(1) Specific intelligence information**

This rule requires that a RACA who intends to accept high-risk cargo or mail for carriage by air from unknown customers must establish additional screening procedures for ensuring that specific intelligence information that cargo or mail poses a threat to civil aviation are captured.

A cargo consignment is considered high risk when it is presented by an unknown entity or shows signs of tampering and, in addition, meets one of the following criteria:

- a) specific intelligence indicates that the cargo or mail poses a threat to civil aviation
- b) the cargo shows anomalies that give rise to suspicion
- c) the nature of the cargo is such that baseline security measures alone are unlikely to detect prohibited items that could endanger the aircraft (i.e. IEDs).

Regardless of whether the cargo comes from a known or unknown entity, the specific intelligence about a consignment may render it high risk.

High-risk cargo should be subjected to additional measures to mitigate the threat associated with it, as determined by the appropriate authority. Screening of high-risk cargo should include technologies specifically designed to identify the presence of explosives.

Should a State receive intelligence information regarding a possible threat caused by a cargo consignment, it should share that threat information with the States concerned as early as practicable, in order to prevent the loading of such a consignment on a commercial aircraft without, at the very least, the application of high-risk security measures.

#### **Rule 109.63(a)(2) signs of anomalies or signs of tampering**

This rule requires that a RACA who intends to accept high risk cargo or mail for carriage by air from an unknown customer must establish additional screening procedures ensuring identification of cargo or mail that shows anomalies or signs of tampering which gives rise to suspicious.

If security controls detect a suspicious item in a consignment, it is important that:

- a) staff members do not touch the suspicious item and immediately contact their supervisor to assist in confirming suspicion; and
- b) if an IED/IID is confirmed, staff members follow the emergency procedures established by their organization for the handling of such events, which may include the following:
  - i) the relevant security, law enforcement and/or Explosive Ordnance Disposal (EOD) organizations are contacted, as appropriate;
  - ii) the IED/IID, and the consignment in which it is contained, are handled by EOD personnel only; and

iii) Evacuation and contingency plans are implemented, in coordination with security, law enforcement and emergency services officials.

#### **Rule 109.63(b) additional screening method**

The RACA must establish additional screening measures required under paragraph (a) must be appropriate and acceptable to the Director.

If a prohibited item has been identified, a threat assessment should be conducted to determine whether additional security controls (e.g. advanced screening techniques) should be applied to other consignments bearing similar characteristics (e.g. destined for the same flight or destination, or originating from the same consignor or location).

Any suspicion raised by a cargo or mail consignment should be resolved before it is transported for carriage by air. A suspect cargo or mail consignment should:

- a) be treated as unsecure or high risk cargo or mail, as appropriate, and subjected to appropriate security controls, including screening; and
- b) should be transported by an aircraft operator only if it can be confirmed that the consignment is secure because it does not contain any prohibited articles.

The Director must be notified of the discovery, as should other operational entities (e.g. handling agents or aircraft operators) using the affected and adjacent facilities (in accordance with an established emergency coordination plan).

If suspicion cannot be resolved, the consignment should be refused for carriage by air and not be loaded onto a commercial aircraft.

#### **Rule 109.65 Training of Personnel**

This rule requires the RACA to establish procedure that every person who has access to a consignment of cargo and mail that has been accepted by the RACA for carriage by air has the appropriate training in the security control procedures for the for the storage and transportation of consignment.

The RACA must establish and maintain a training programme for ensuring The training requirements apply to personnel who:

#### **Rule 109.63(a)(1) Competency of personnel carrying out security control**

This rule requires the RACA to establish a procedure to have access to a consignment of cargo or mail that has been accepted by a RACA for carriage by air must have appropriate training in security control procedures for the storage and transportation of consignment.

#### **Rule 109.63 (a)(2)**

This rule requires the RACA to establish a procedure to carry out a security control function in relation to cargo or mail that is accepted by the RACA for carriage by air and who require an authorisation to do so under rule 109.59. These personnel must be appropriately trained and assessed as competent to carry out the security control functions.

**Rule 109.63(a)(3) Dangerous goods training**

This rule requires the RACA to establish a procedure to ensure that access to or carries out a dangerous goods control function in relation to a consignment of cargo or mail that has been accepted by the RACA for carriage by air have satisfactorily completed a dangerous goods training programme including recurrent training under rule 92.203

Any training required under this rule is to be carried out by a security instructor who has demonstrated competency to the satisfaction of the Chief Executive or a person nominated by the Chief Executive.

**Rule 109.65(b)(1) Identification of training needs**

This rule requires the RACA to establish a procedure to ensure that the scope of initial and recurrent training needs to be identified and tailored for the different categories of personnel involved in the application of specific security measures contained in the RACA's exposition.

Appendix C to this Advisory Circular provides guidance material on the content of the training and competency levels required for all personnel who have access to air cargo within a RACA's access controlled area or who are involved in the application of security controls, *other than screening*, for the RACA.

**Rule 109.65(b)(2) Training Requirements**

This rule requires the RACA to develop procedure that this material is not an exhaustive list but rather provides guidance to facilitate compliance with the syllabus content and competency requirements for training required under this Rule. Should a RACA desire to provide further training this is encouraged.

*All personnel involved in screening functions* must, at a minimum, be trained in the specific areas set out in Appendix C to Part 109 and achieve the specific competencies as listed there.

Personnel who undertake security control functions for the RACA must be assessed to be competent by the trainer before the person undertakes a particular security control function.

**Rule 109.65(b)(3) Dangerous goods syllabus**

This rule requires that the training programme required under paragraph (a) must contain syllabus for each applicable dangerous goods training and segment of training.

**Rule 109.65(b)(4) Instructor qualification**

This rule requires that the training programme required under paragraph (a) RACA must develop a certification system process that will be implemented to ensure the instructors are qualified in the applicable subject matter in accordance with the national civil aviation security programme(NCASP).

**Rule 109.65(c) Recurrent Training**

This rule requires that the training programme required under paragraph (a) the RACA must establish a process that recurrent training, as required under this rule must be at not more than 2 year intervals and should include refresher training on basic elements and instruction on—

1. changes in regulatory requirements and standards; and

2. changes to the organisation's procedures and programme; and
3. changes to the threat factor affecting the organisation's operations.

In addition to the training requirements prescribed in Part 109, the RACA needs to be aware of the responsibilities referred to in the NCASTP regarding training and supervision of employees.

Where there has been a change to a RACA's procedures that may affect day to day operations, staff must be made aware of the change.

#### **Rule 109.65(d) Screening training programme**

This rule requires that the RACA must develop process to ensure that the training programme for a person who carries out a security control function that included screening must include the standards prescribed in Appendix C

#### **Rule 109.65(e) Training conducted by Part 141 Certificate Authorisation**

This rule requires that the RACA must ensure that the training programme required by paragraph (a) must be conducted by the holder of a part 141 certificate that authorises the conduct of such a course.

#### **Rule 109.67 Cargo Security Incidents**

##### **Rule 109.67(1) Notifying, investigation and reporting security incidents**

This rule requires that The RACA must establish procedures for notifying, investigation, reporting, any cargo security incidents that is associated with the RACA's activities, in accordance with part 12.

Rule 12.55(d)(8) makes the reporting of cargo security incidents mandatory.

The incidents to be reported are where—

1. there is evidence of tampering or suspected tampering with the cargo or mail which could be an act or attempted act of unlawful interference; or
2. a weapon, explosive, or other dangerous device, article or substance that may be used to commit an act of unlawful interference is detected in the cargo or mail.

Information required for notification purposes is that specified under the heading of **Cargo security incident** in Appendix A to Part 12, i.e.

1. date and time of the incident:
2. brief description of the nature of the incident:
3. details, if known, of where the incident may have occurred:
4. name, organisation, and contact details of the person notifying the incident.

##### **Rule 109.67(2) Implementing corrective actions for cargo security incidents**

The RACA must have procedures to investigate the incident and implement corrective action to eliminate the cause of the incident, then put in place preventative action to stop the incident reoccurring.

### **Rule 109.69 Records.**

#### **Rule 109.69(a)(1) Record Keeping procedures for cargo consignment.**

This rule requires that the RACA must establish procedures for identifying, collecting, indexing, sorting, maintaining and disposing of records that are necessary to provide an accurate record for every consignment of cargo or mail that is delivered under the authority of a declaration of security to an air operator for carriage by air, including a copy of the declaration

A RACA must have procedures to manage records required for a range of purposes specified under this rule. The procedures, as required under this rule, must be either detailed in the RACA's exposition required under rule 109.73 or included in the exposition at an outline level along with information that identifies the specific documentation that contains the detailed record keeping procedures in question.

Records may be kept in hard copy or electronic form and retained for the periods specified in the rule.

#### **Rule 109.69(a)(2) Training Records for high Risk cargo or mail training**

This rule requires that the RACA must establish procedures for identifying, collecting, indexing, sorting, maintaining and disposing of records that are necessary to provide an accurate record for every person who is required under rule 109.63 to be trained, including details of the segment of training that is undertaken.

#### **Rule 109.69(a)(3) Records of authorisation**

This rule requires that the RACA must establish procedures for identifying, collecting, indexing, sorting, maintaining and disposing of records that are necessary to provide an accurate record for every person who is issued with a written authorisation under rule 109.59, including details of the person's training and competency assessment, authorisation and security checks required under rule 109.59(c)(1)(i)

Personnel records must include those relating to all persons authorised by the RACA under rule 109.59. These records are to include the training undertaken by the individuals and a copy of the favourable security check determination relating to them. The records must contain the information required by this rule and be retained for the periods specified in rule 109.67(b).

#### **Rule 109.69(a)(4) Records of known customer**

This rule requires that the RACA must establish procedures for identifying, collecting, indexing, sorting, maintaining and disposing of records that are necessary to provide an accurate record for every known customer who is entered in the register required by rule 109.61(c), including details of continued compliance as required by rule 109.61(b).

#### **Rule 109.69(a)(5) Records of security incident investigations**

This rule requires that the RACA must establish procedures for identifying, collecting, indexing, sorting, maintaining and disposing of records that are necessary to provide an

accurate record for every investigation relating to a cargo security investigation carried out under rule 109.65

#### **Rule 109.69(a)(6)**

This rule requires that the RACA must establish procedures for identifying, collecting, indexing, sorting, maintaining and disposing of records that are necessary to provide an accurate record for every management review that is carried out under rule 109.71 (5) that the records under paragraph (a)

- (1) accurate, legible and of permanent nature
- (2) in the interest of aviation security
  - (i) for records required by paragraphs (a)(2) and (3), retained for a maximum period of 2 years from the date that the affected person ceases to work for or be associated with the regulated air cargo agent; and
  - (ii) for a statement of content or declaration of security, retained for at least 31 days unless required by the Director for a longer period for the purposes of a security incident investigation.

#### **Rule 109.71 Safety and Quality Management System**

A RACA must establish an integrated safety management system management system meeting the following requirements of Part 100:

- (1) rule 100.53 in respect of a security policy
- (2) rule 100.55 in respect of security objectives
- (3) rule 100.59 in respect of hazards to security
- (4) rule 100.61 in respect of risks to security; and
- (5) Subpart C.

The purpose of the internal quality assurance system is to provide assurance to the Chief Executive that the organisation is in compliance with its exposition and its security objectives, and that the exposition demonstrates compliance with all the applicable rule requirements.

The internal quality assurance system requires basic quality management procedures and the creation of security policies. RACAs should not be concerned with over-complicating the system or introducing features that are not relevant to the size and scope of their operation. The quality management system should not stand aside from the operations, but should form part of the RACA's standard business practices.

The senior person responsible for internal quality assurance is required to have a direct reporting responsibility to the Chief Executive for all internal quality assurance matters in relation to the security of cargo or mail. This senior person could delegate responsibility to other staff for their day to day duties but the company organisational structure must show this senior person as having the ability to report directly to the Chief Executive for the internal quality assurance matters.

#### **Rule 109.73 Organisation Exposition**

##### ***General requirements***



RACAs should consider the exposition as a general description of how their operation works, a tool of management in the operation of the business, and a means of instructing staff in how they are to perform their tasks. A properly written exposition can be concise and very effective.

The purpose of an exposition is to express the Chief Executive's requirements for the conduct of the organisation and state how the organisation will meet the regulatory requirements. It sets out the procedures, means and methods of a certificated organisation. The philosophical benefits of the manual are considerable and important to the security of air cargo.

The exposition is the means by which an organisation defines its operation, and shows both its employees and the CASA PNG how it will conduct its day-to-day business and ensure compliance with the rules.

An exposition should commence with the corporate commitment by the Chief Executive. The remaining parts of the exposition may be produced as any number of separate procedures, sections or as one simple document depending on the extent of the operations proposed.

Depending on an organisation's structure and size, the parts of the exposition could be arranged as—

1. Management Policy
2. Operations
3. Training
4. Quality Assurance

Senior persons should hold copies of those parts of an exposition that affect their area of responsibility, and staff must be familiar with those parts of an exposition that affect their area of employment.

#### **109.73(a)(1) Corporate commitment**

This rule requires that the statement by the Chief Executive is accepted by the CASA PNG as a corporate commitment by the organisation. It should clearly state the goals and objectives of the organisation in respect of the security controls prescribed by Part 109. It may also contain the organisation's goals and objectives in respect of its commercial activities. The exposition is intended to be a tool of management and is the means by which the organisation's operation is presented to its staff, its customers, and the CASA PNG.

#### **109.73(a)(2) & (3) Senior Persons**

This rule requires that the titles and names of the senior persons within the organisation must be listed in the exposition. Their duties and responsibilities, and the areas in which they are directly responsible for liaison with the Director should be clearly defined.

#### **109.73(a)(4) Organisation Chart**

This rule requires that there must be an organisation chart showing the reporting lines of the organisation. The chart must show the lines of responsibility from the nominated senior persons to the Chief Executive. The exposition must show the staffing arrangements at each place where the organisation intends to carry out security control functions relating to air cargo and mail.

#### **109.73(a)(5) Staffing Structure**

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This rule is a summary of staff at each location. This does not require the names of individuals but should identify staff numbers for functions and operations that are to be conducted.

**109.73(a)(6) Scope of Operations**

This rule states that the organisation is required to identify each location at which it intends to carry out security control functions relating to air cargo and mail and the scope of activity at those locations. It does include functions that are contracted out, such as applying security controls to unknown air cargo.

**109.73(a)(9) Detailed Procedures**

This rule requires that the RACA's established procedures should accurately describe the organisation's practices related to its operations.

These could take the form of written text, audio-visual, or be simplified by flow charts, forms, performance graphs, etc. with written explanation.

**109.73(a)(10) Controlling, Amending and Distributing the Exposition**

This rule requires that the RACA's exposition must have procedures to ensure that any amendments to, and distribution of, the exposition is controlled. These procedures should detail who amends the exposition, how it is amended and how it is distributed. The front of the exposition should have a list of affected pages, an amendment record and a distribution list. Every amendment to the exposition must be provided to the Director as soon as practical after the amendment in accordance with rule 109.105.

**109.73(b) Exposition Acceptance**

This rule requires that the RACAs should take ownership of, and responsibility for, their exposition. The exposition should work for the RACA by being relevant to their operations and clearly written.

The acceptance of an organisation's exposition by the Director is one step in the process of certification. Unless the Director accepts an exposition a certificate cannot be issued. The exposition must also remain acceptable to the Director and that includes any amendments that are made to the exposition.

**Subpart C – Operational requirements****109.1 Continued Compliance**

This rule requires that the RACA holder of a regulated air cargo agent certificate must—

**Rule 109.101(1) maintaining certifications**

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This rule requires that the RACA must establish process and systems that will continue to meet the standards and comply with the requirements of Subpart B prescribed for certification under this Part; and

**Rule 109.101(2) Comply with exposition**

This rule requires that the RACA must establish process and system to comply with every procedure referred to in the certificate holder's exposition

**Rule 109.101(3) Current and complete copies of expositions**

This rule requires that the RACA must establish a process that hold at least one complete and current copy of the certificate holder's exposition at each location where a senior person is based; and

**Rule 109.101(4) Appropriate sections available to personnel who requires to carry out their duties**

This rule requires that the RACA must establish a process that make each applicable part of the certificate holder's exposition available to personnel who require those parts to carry out their duties; and

**Rule 109.101(5) Register for known customer**

This rule requires the RACA to establish a procedure to maintain the register of known customers with current information for each of the certificate holder's known customers; and

**Rule 109.101(6) Suspend or remove the name of the known shipper**

This rule requires that The RACA must establish a procedure, subject to rule 109.103, suspend or remove the name of a known customer from the certificate holder's register of known customers if so requested in writing by the Director; and

**Rule 109.101(7) Change notification**

This rule requires that the RACA must establish a procedure to notify the Director in writing of any change of address for service, telephone number, or facsimile number within 28 days of the change; and

**Rule 109.101(8) Authorisation to perform security control functions**

This rule requires that the RACA must have a procedure to ensure that a person does not perform a security control function under the authority of the holder's certificate unless the person holds an appropriate authorisation issued in accordance with the procedures required under rule 109.59.

**Rule 109.103 Suspend or remove name of known customer from register**

**Rule 109.103(a)(1)(i) Failure to comply with Part 109.55(a)(2), or (3)**

Subject to paragraph (c), the Director may request in writing that the holder of a regulated air cargo agent certificate suspend or remove the name of a known customer from the certificate holder's register of known customers, if the Director is satisfied that—

(1) the known customer has failed to comply with—

(i) a requirement relating to the cargo and security control procedures required by rule 109.55(a)(2), or (3);

**Rule 109.103(a)(1)(ii) Failure to comply with register for known customers.**

This rule requires that, Subject to paragraph (c), the Director may request in writing that the holder of a regulated air cargo agent certificate suspend or remove the name of a known customer from the certificate holder's register of known customers, if the Director is satisfied that—

(1) the known customer has failed to comply with—

(ii) a requirement relating to the procedures and register for known customers required by rule 109.61;

**Rule 109.103(a)(2)**

This rule requires that it is in the interest of aviation security to suspend or remove the name of the known customer.

**Rule 109.103(b) Suspension may be for specific period**

This rule requires the RACA to establish procedures for the suspension or removal of the name of a known customer from the certificate holder's register of known customers may be for a period specified by the Director or until the Director is satisfied that every requirement that the customer failed to comply with is met.

**Rule 109.103(c) Challenging suspension or removal**

This rule requires that (c) Subject to paragraph (d), before requesting the suspension or removal of a known customer's name under paragraph (a), the Director must, if the Director proposes to take into account any information that is or may be prejudicial to the known customer, disclose the information to the known customer, and allow the known customer to refute or comment on it, within 30 days of disclosing the information.

**Rule 109.103(d) Endangering safety and not in the interest of security**

This rule states that the Director is not required to disclose information—

- (1) which may endanger the safety of any person:
- (2) which is not in the interest of aviation security, if disclosed.

**Rule 109.105 Changes to certificate holder's organisation**

This rule requires that Rule 109.105(b) requires that the RACA notifies the Director of any change to the Chief Executive or the senior persons, and that that the change must be acceptable to the Director before being incorporated into the certificate holder's exposition.

The intention of this rule is **not** for the Director to approve the change of these people person, which is an employment matter, but to approve the process of the change and approve the new person or people coming into those roles.

**Rule 109.105(a)(1) Exposition remains current**

This rule requires that subjected to Paragraph (b) The RACA must establish a procedure to ensure that the exposition is amend as required, to maintain a current description of the certificate holder's organisation and air cargo security services.

**Rule 109.105(a)(2) Exposition amendment process**

This rule requires that subjected to Paragraph (b) The RACA must establish a procedure to ensure that any amendment made to its exposition meet the applicable requirement of this Rule Part.

**Rule 109.105(a)(3) Compliance with Exposition amendment procedure**

This rule requires that subjected to Paragraph (b) The RACA must establish a procedure and process to comply with the exposition amendment procedure contained in its exposition.

**Rule 109.105(a)(4) Copy of the exposition**

This rule requires that subjected to Paragraph (b) RACA must establish a procedure to provide the Director with a copy of each amendment to its exposition, as soon as practicable after the amendment is incorporated into the exposition.

**Rule 109.105(5) Procedure for necessary amendments**

This rule requires that subjected to Paragraph (b) RACA must establish a procedure to make sure amendments to its exposition as the Director may consider necessary in the interest of aviation security.

**Rule 109.105(b)(1) Notification of change to Chief Executive**

This rule requires that the RACA must establish a notification process If the holder of a regulated air cargo agent certificate changes, or proposes to change, any of the following, the certificate holder must notify the Director prior to the change or as soon as practicable if prior notification is not possible, and the change must be accepted by the Director, including applicable fit and proper person criteria under section 50 of the Act, before being incorporated into the certificate holder's exposition:

For example, if the Chief Executive (CE) resigns, this must be notified to the Director along with how this change is going to be managed. The Director may impose conditions on the certificate holder's operations if required until a new CE is appointed. The new CE must be acceptable to the Director, that is, the person must be a fit and proper person and meet any other applicable requirements, before being listed as the CE on the certificate holder's exposition. This also applies to a change in any of the senior persons listed in the exposition.

**Rule 109.105(b)(2) Notification of changes to senior persons**

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This rule requires that the RACA must establish a change notification process to advise the director of the title or name of any senior persons specified in the exposition as required by rule 109.71(a)(2).

**Rule 109.105(b)(3) Notification of change to cargo and mail security procedure**

This rule requires that the RACA must establish procedures to notify the Director of any change to the cargo and mail security procedures required by rule 109.55.

**Rule 109.105(b)(4) Notification of change for screening procedure**

This rule requires that the RACA must establish procedures to notify the Director of any change to the screening procedures required by rule 109.57

**Rule 109.105(b)(5) Notification of change for authorisation procedure**

This rule requires that the RACA must establish procedures to notify the Director of any change to the authorisation procedures required by rule 109.59

**Rule 109.105(b)(6) Notification of change for procedure for known customer**

This rule requires that the RACA must establish procedures to notify the Director of any procedures for known customers required by rule 109.59

**Rule 109.105(b)(7) Notification of change for safety and quality management systems procedure**

This rule requires that the RACA must establish procedures to notify the Director of any procedures for known customers required by rule 109.71

**Rule 109.105(c) Operating Specifications**

This rule states that the Director may impose conditions under which the holder of the regulated air cargo agent certificate may operate during or following any of the changes specified in paragraph (b).

**Rule 109.105(d) Compliance to imposed condition**

This rule states that the holder of an air cargo agent certificate must have processes and systems in place to comply with any condition imposed by the Director under paragraph (c).

**Rule 109.105(e) Notification of changes to Certificate**

This rule states that the RACA must establish procedures to ensure that If any of the changes under paragraph (b) requires an amendment to the air cargo agent certificate, the certificate holder must forward the certificate to the Director as soon as practicable for endorsement of the changes.

**Rule 109.107 Persons to issue declaration of security**

**Rule 109.107(1) Authorisation for issuing declaration of security**

This rule states that the RACA must establish procedures to all persons who issue a declaration of security must hold a valid written authorisation from the RACA. Under the Civil Aviation (Offences) Regulations, there will be a penalty for issuing a declaration of security without meeting the requirements of rule 109.107.

**Rule 109.107(2)(i)(ii) Authorisation for issuing declaration of security**

This rule states that the RACA must establish procedures to ensure that a person who issues the declaration of security to air cargo or mail are issued under of the RACA and in accordance with the RACA's procedure for issuing the declaration.

**Rule 109.107(3)**

This rule states that the RACA must developed procedures to ensure that the person who issues the declaration of security to air operator for consignments of cargo and mail and that the consignment of cargo and mail has been subjected to security control procedures detailed in the certificate holder's exposition.

**Rule 109.109 Entry to access controlled area****Rule 109.109(1)(2) Access Controlled areas**

This rule states that Rule 109.109 requires the RACA to develop access control procedures and requirements to ensure that a RACA to not permit a person to enter, and on an individual to not enter an access controlled area unless—

- (1) the person holds a valid written authorisation issued in accordance with the procedures required under rule 109.59(b); or
- (2) the person is accompanied by a person who holds an authorisation referred to in paragraph (1).

Requirements for ensuring that the access controlled area is maintained in a secure manner are covered under rule 109.53.

**Subpart D – Transition Provision**

Transition provision that apply to this part are detailed in Part 20.

**APPENDIX A Declaration of Security****A.1 Declaration of security**

The RACA must develop procedures to ensure that a declaration of security must either be in an electronic format or in writing to accompany the cargo or mail including transfer cargo or mail throughout the secure supply chain and must relate to a particular consignment of cargo or mail and include the following information:

- (1) the identity of the regulated air cargo agent under whose certificate the declaration is issued:
- (2) the destination of the consignment:
- (3) the identity of the air operator to whom the consignment is delivered:
- (4) the date that the consignment is delivered to the air operator:
- (5) a declaration that the consignment has been subjected to the security controls specified both in Part 109 and in the regulated air cargo agent's exposition and these have not detected any weapon, explosive, or other dangerous goods except for those listed under paragraph (8):
- (6) the identity of the person who is authorised to issue the declaration, by name and signature:
- (7) an acknowledgement that a false declaration is an offence:
- (8) a list of any weapon, explosive or other dangerous good contained within the consignment.



**APPENDIX A**

## Consignment Security Declaration

|  |                                     |  |   |
|--|-------------------------------------|--|---|
| Regulated Entity Category (RACA) and the identifier of the regulated issuing the security status<br>1  |                                     | Unique Consignment identifier (if AWB format is nnn-nnnnnnnn)<br>2 |   |
| Content of Consignment<br><input type="checkbox"/> Consolidation<br>3  |                                     |  |   |
| Origin<br>4  |                                     | Destination<br>5   | Transfer/Transit Points (if known)<br>6 |
| Security Status<br>7   | Reasons for issuing Security Status |  |   |
|  | Received from (Codes)<br>8          | Screening Method (Codes)<br>9                                      | Grounds for Exemption (Codes)<br>10     |
| Other Screening Method (s) (if applicable)<br>11   |                                     |  |   |
| Security Status Issued by<br>12<br><br>Name of the Person or Employee ID.....  |                                     | Security Status issued on Date (ddmmyy)..... Time(tttt)<br>13      |   |
| Regulated Entry Category (RA, KC, AC or AO) and Identifier (of any regulated entity who has accepted the Security status given to a consignment by another regulated entity)<br>14 |                                     |  |   |
| Additional Security Information<br>15  |                                     |  |   |

## Completion instructions

1. Regulated Entity Category (RA, KC or AO) and Identifier: The regulated agent, known consignor, or aircraft operator that originally issued the security status, identified by its category (i.e. RA, KC or AO) and its unique identifier, must be entered.

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2. Unique Consignment Identifier: The identification of the consignment itself must be entered. This may be an air waybill (format is nnn-nnnnnnnn), a house bill or a mail consignment identifier.
  3. Contents of consignment: Identification of consignment details (e.g. goods description) must be entered for a direct air waybill or house waybill shipment. For a consolidation shipment, i.e. a master air waybill with associated house waybill(s), the consolidation box should be ticked in lieu of the goods description.
  4. Origin: The identification of the origin of the consignment must be entered. This is the origin related to the appropriate transport documentation (air waybill or house waybill) as identified in Box 2 (e.g. IATA three-letter airport or city code).
  5. Destination: The identification of the final destination of the consignment must be entered. This is the destination related to the appropriate transport documentation (air waybill or house waybill) as identified in Box 2 (e.g. IATA three-letter airport or city code).
  6. Transfer/Transit Points: The identification of an en route stopping point where cargo may be transferred to another aircraft or remain on board the same aircraft should be entered if known to the issuer (e.g. IATA three-letter airport or city code). Otherwise this entry may be left blank.
  7. Security Status: The coded identification of the security status assigned to the consignment must be entered to indicate whether the consignment is secure for:
    - a) passenger, all-cargo and all-mail aircraft (code SPX);
    - b) all-cargo and all-mail aircraft only (code SCO); or
    - c) passenger, all-cargo and all-mail aircraft, in accordance with high-risk requirements (code SHR).

Reasons for issuing security status: complete box 8, 9 or 10.

8. Received from: The coded identification of the category (i.e. regulated agent RA, known consignor KC, account consignor AC or aircraft operator AO) that tendered the consignment must be entered. If no other reason, i.e. “screening method” or “grounds for exemption”, is indicated and the consolidation box is not ticked, then this entry cannot be blank.

9. Screening Method: The coded identification of the screening methods (see below) used by the regulated agent, known consignor, or aircraft operator when securing the consignment may be entered as a reason that the security status was issued, e.g. screening method codes. If no other reason, i.e. “received from” or “grounds for exemption” is indicated, and the consolidation box is not ticked, then this entry cannot be left blank. In some cases, a single

screening method may not be sufficient to inspect all types of consignments, therefore more than one screening method may be listed.

10. Grounds for Exemption: The coded identification (see below) indicating why a consignment is exempted from screening as defined in State national civil aviation security programmes may be entered as a reason that the security status was issued, e.g. screening exemption codes. If no other reason, i.e. “received from” or “screening method”, is indicated and the consolidation box is not ticked then this entry cannot be left blank.

11. Other Screening Method(s): If the code entered in Box 9 indicates that any other means were applied, then text specifying the other means used must be entered.

12. Security Status issued by: If the consolidation box is not ticked then the individual of the regulated agent, known consignor, or aircraft operator who issued the security status must be identified by name or employee number.

13. Security Status issued on: If the consolidation box is not ticked then the exact date and time when the security status was issued by the regulated agent, known consignor, or aircraft operator employee must be indicated.

14. Regulated Entity Category (RA, KC, AC or AO) and Identifier: The identifier of any regulated agent, known consignor, or aircraft operator that accepts custody of the cargo and accepts the security status originally issued by the regulated agent, known consignor, or aircraft operator identified in Box 1 must be entered. This entry would confirm that the cargo has remained secure and would follow any other entries for other regulated agents, known consignors, or aircraft operators that have also accepted the original security status.

15. Additional Security Information: Any additional security information that may be required by an ICAO Member State, e.g. any national regulation applicable to the responsibilities in the event of a false declaration, or any applicable emergency amendment. A signature of the responsible person initially issuing a hardcopy consignment security declaration set out in Box 1 should be inserted when the supply chain is paper based.

#### Coded Identification:

A. Screening Methods: VCK (visual check) — PHS (physical inspection/hand search) — XRY (conventional X-ray) — EDS (algorithm-based X-ray) — CMD (cargo metal detection) — ETD (explosives trace detection) — EDD (explosives detection dogs) — AOM1 (other screening technologies and methods that could be used to secure cargo and mail consignments); and

B. Exemptions: DIPL (diplomatic bags/pouches) — BIOM (biomedical samples, vaccines and other perishable medical items) — LFSM (life-sustaining items such as blood, blood products, bone marrow and human organs) — NUCL (radioactive materials packaged according to the ICAO Technical Instructions for the Safe Transport of Dangerous Goods by Air (Doc 9284)) — SMUS (consignments or packages which are individually less than 6 mm

in thickness and less than 250 grams in total weight, and consolidations composed uniquely of such consignments or packages).

1 The descriptions of the method(s) of screening that could be used are detailed in Appendix B.

## **APPENDIX B**

### **B.1 SCREENING METHODS**

(a) The procedures required under Appendix B must identify the methods of screening to be used by the RACA. Detailed guidance material on the screening methods taking (including categories of cargo and screener performance requirement) is security sensitive and not suitable for inclusion in this publicly available AC. Relevant information for RACA certificate holders is available upon application from:

Rules Dockets Clerk  
Civil Aviation Safety Authority of PNG  
PO Box 1941  
Boroko 111 NCD  
Email: rules@casapng.gov.pg

### **B.2 Periodic testing**

(a) Every method of screening must be subjected to periodical testing within each 28 day cycles using a test piece to ensure on going integrity of the screening process.

(b) The test piece must be appropriate for a particular screening method been tested and a representative of an unauthorised article that the screening method is intended to detect. The Test must be acceptable to the Director.

(c)The period test intending to test the proficiency of the person conducting the screening, the test piece must be carried out without prior notice to the person who is performing the screening by placing the test piece used for testing among other items of cargo or mail being screened. The test piece must be placed in a manner that gives the person being tested reasonable opportunity to detect the test piece within each 150-day cycle.

## **Appendix C Training Guidance Material**

### **C.1 Grading system and training**

#### **(a) Grading system**

This Appendix provides guidance material on the content of the training and competency levels required for all personnel who have access to air cargo within a RACA's access controlled area

or are involved in the application of security controls, *other than screening*, for the RACA. All *personnel involved in screening* functions must, at a minimum, be trained in the specific areas set out in Appendix C to Part 109 and achieve the specific competencies as listed there.

This material is not an exhaustive list but rather provides guidance to facilitate compliance with the syllabus content and competency requirements for training required under Part 109. Specific training necessary for compliance purposes may vary with reference to the nature and scale of the RACA's operations and the scope of the services they intend to provide.

Should a RACA desire to provide further training this is encouraged.

A suggested means for a RACA to establish that an individual has reached the levels of competency suggested for each topic is to ensure that each individual sits a written examination at the end of their training. Any such examination would need to be under the supervision of the organisation's security instructor referred to under the heading of 109.63 Training of Personnel in this Advisory Circular.

### **Competency Levels**

The levels of understanding and associated competence required to meet rule 109.63(b)(1)(iii) for each of the topics listed below is as follows:

1. grade 1 denotes awareness of the subject:
2. grade 2 denotes a basic knowledge of the subject:
3. grade 3 denotes the ability to apply a basic knowledge of the subject in a situation that is likely to arise in the course of the person's duties:
4. grade 4 denotes the ability to apply a thorough knowledge of the subject in a situation likely to arise in the course of the person's duties:
5. grade 5 denotes the ability to apply a thorough knowledge of the subject and to exercise sound judgement in situations likely to arise in the course of the person's duties.

### **Security awareness training for staff who have access to air cargo within a RACAs access controlled areas**

#### *a. objectives and organisation of aviation security*

Staff should be competent to a level of grade 2 and be able to

- describe the types of people who may pose a threat to civil aviation:
- explain why civil aviation is an attractive target for terrorist groups and others in attempting unlawfully to interfere with civil aircraft:
- state the responsibilities of the Civil Aviation Safety Authority in relation to security of air cargo:
- state why air cargo activities are vulnerable to attack: and
- write an incident report and know to whom it should be sent.

- Improvised explosive devices as they affect civil aviation to give a person who carries out screening an understanding of improvised explosive devices likely to be encountered in cargo or mail, to grade 3.
- The threat factor to update a person who carries out screening on the current terrorist and criminal trends, to grade 2.
- Historical background and statistics of acts of unlawful interference to provide personnel with knowledge of the evolution of aviation security and the extent of occurrences, to grade 1.

*b. Principles of the air cargo security control requirements*

Staff should be competent to a level of grade 3 and be able to:

- state the overall objectives of the security controls measures relating to air cargo;
- explain the difference between known and unknown customers (Rule 109.55);
- explain the differences in internal company procedures for handling cargo from known and unknown customers; and
- state the RACA's responsibility and obligations in relation to Part 109.

*c. Access Control and Air Cargo Protection*

Staff should be competent to a level of grade 4 and be able to state:

- the purpose of access control and cargo protection;
- the methods of access control and cargo protection used by the RACA (Rule 109.53); and
- who to contact in the event of a problem.

**(b) Training for staff implementing security controls**

*a. objectives and organisation of aviation security*

Staff should be competent to a level of grade 3 and be able to

- describe the types of people who may pose a threat to civil aviation:
- explain why civil aviation is an attractive target for terrorist groups and others in attempting unlawfully to interfere with civil aircraft:
- state the responsibilities of Civil Aviation Safety Authority in relation to security of air cargo:
- state why air cargo activities are vulnerable to attack: and
- write an incident report and know to whom it should be sent.

*b. Principles of the air cargo security control requirements*

Staff should be competent to a level of grade 5 and be able to explain:

- the difference between known and unknown customers (Rule 109.55);
- the procedures within the company for handling cargo from known and unknown customers;

- the requirements of rule 109.55 in relation to acceptance of air cargo from known and unknown customers;
- the requirements of rule 109.61 in relation to the systems and procedures implemented by the known customers;
- procedure for the issue of a declaration of security (Rule 109.107)

*c. Access Control and Air Cargo Protection*

Staff should be competent to a level of grade 5 and be able to explain:

- the purpose of access control and cargo protection;
  - the methods of access control and cargo protection used by the RACA (Rule 109.53); and
  - the key responsibilities of staff ensuring access controls are applied;
- the action to be taken in the event the access controls are circumvented