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| **References:**CAR Part 109, Applicable , 21st March 2025**Instructions :***The following are the Rule Part 109 references that must be addressed in the Security Program that has to be provided with an application for a Part 109 Regulated Air Cargo Agent Certification The exposition must comply with the rule, but not every rule has to be addressed. Where the applicant does not meet the rule requirement or deems it not applicable an explanation should be given.**It is preferred and recommended that a matrix needs to be completed by every applicant and preferably be included as a component of the exposition. Applicants must record against each rule part the paragraph/page number that satisfies the rule which will enable the certification process quicker without any time delay on cross-referencing.*  |

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| **Organization Name:** |       |

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| **CA Rule Part 109** | **Manual Reference** | **Comments** |
| **Subpart B – Certification requirements** |
| **109.51 Personnel requirements** |
| ***109.51(a)(1)(i)*** |  |       |
| ***109.51(a)(1)(ii)*** |       |       |
| ***109.51(a)(2)(i)*** |       |       |
| ***109.51(a)(2)(ii)*** |  |  |
| ***109.51(a)(2)(iii)*** |  |  |
| ***109.51(a)(3)*** |       |       |
| ***109.51(b)(1)(i)*** |       |       |
| ***109.51(b)(1)(ii)*** |  |  |
| ***109.51(b)(1)(iii)*** |  |  |
| ***109.51(b)(2)*** |  |  |
| ***109.51(c)*** |       |       |
| ***109.51(d)*** |  |  |
| ***109.51(e)*** |  |  |
| ***109.51(f)*** |  |  |
| ***109.51(g)*** |  |  |
| **109.53 Facility Requirement**: |
| ***109.53(1)*** |       |       |
| ***109.53(2)*** |       |       |
| ***109.53(3)*** |       |       |
| ***109.53(4)*** |       |       |
| ***109.53(5)(i)*** |       |       |
| ***109.53(5)(ii)*** |       |       |
| ***109.53(5)(iii)*** |       |       |
| ***109.53(5)(iv)*** |       |       |
| ***109.53(5)(v)*** |       |       |
| ***109.53(5)(vi)*** |       |       |
| **109.55 Cargo and mail including transfer cargo and mail security control procedures** |
| ***109.55(a)(1)*** |  |            |
| ***109.55(a)(2)(i)*** |       |       |
| ***109.55(a)(2)(ii)*** |       |       |
| ***109.55(a)(3)(i)*** |       |       |
| ***109.55(a)(3)(ii)*** |       |       |
| ***109.55(a)(4)(i)*** |       |       |
| ***109.55(a)(4)(ii)*** |       |       |
| ***109.55(a)(5)(i)*** |       |       |
| ***109.55(a)(5)(ii)*** |       |       |
| ***100.55(b)*** |       |       |
| **109.57 Screening procedures for cargo or mail including transfer cargo or mail** |
| ***109.57(a)*** |       |       |
| ***109.57(b)(1)*** |       |       |
| ***109.57(b)(2)*** |       |       |
| ***109.57(b)(3)*** |       |       |
| ***109.57(b)(4)*** |       |       |
| ***109.57(b)(5)*** |       |       |
| ***109.57(b)(6)*** |       |       |
| ***109.57(b)(7)*** |       |       |
| **109.59 Authorizations procedures** |
| ***109.59(a)(1)*** |       |       |
| ***109.59(a)(2)*** |       |       |
| ***109.59(a)(3)*** |       |       |
| ***109.59(a)(4)*** |       |       |
| ***109.59(a)(5)*** |       |       |
| ***109.59(a)(6)*** |       |       |
| ***109.59(a)(7)*** |       |       |
| ***109.59(b)*** |       |       |
| ***109.59(c)(1)(i)*** |       |       |
| ***109.59(c)(1)(ii)*** |       |       |
| ***109.59(c)(1)(iii)*** |       |       |
| ***109.59(c)(1)(iv)*** |       |       |
| ***109.59(d)(1)*** |       |       |
| ***109.59(d)(2)*** |       |       |
| ***109.59(e)*** |       |       |
| ***109.59(f)(1)*** |       |       |
| ***109.59(f)(2)*** |       |       |
| ***109.59(f)(3)*** |       |       |
| ***109.59(f)(4)*** |       |       |
| ***109.59(g)*** |       |       |
| **109.61 Procedures and register for known customer** |
| ***109.61(a)(1)*** |       |       |
| ***109.61(a)(2)(i)*** |       |       |
| ***109.61(a)(2)(ii)*** |       |       |
| ***109.61(a)(2)(iii)*** |       |       |
| ***109.61(a)(2)(iv)*** |       |       |
| ***109.61(b)*** |       |       |
| ***109.61(c)(1)*** |       |       |
| ***109.61(c)(2)*** |       |       |
| ***109.61(c)(3)*** |       |       |
| ***109.61( c)(4)*** |       |       |
| **109.62 Procedures for external service providers** |
| ***109.62(a)*** |       |       |
| ***109.62(b)*** |       |       |
| **109.63 Procedures for high risk cargo or mail**  |
| ***109.63(a)*** |       |       |
| ***109.63(b)(1)*** |       |       |
| ***109.63(b)(2)*** |       |       |
| ***109.63(b)(3)*** |  |  |
| ***109.63(c)*** |  |  |
| **109.64 Measures and Procedures to cyber threats** |
| ***109.64(a)(i)*** |  |  |
| ***109.64(a)(ii)*** |  |  |
| **109.65 Training of personnel** |
| ***109.65(a)(1)*** |       |       |
| ***109.65(a)(2)*** |       |       |
| ***109.65(a)(3)*** |       |       |
| ***109.65(a)(4)*** |  |  |
| ***109.65(a)(5)*** |  |  |
| ***109.65(b)(1)(i)*** |       |       |
| ***109.65(b)(1)(ii)*** |       |       |
| ***109.65(b)(1)(iii)*** |       |       |
| ***109.65(b)(2)(i)*** |       |       |
| ***109.65(b)(2)(ii)*** |  |  |
| ***109.65(b)(2)(iii)*** |  |  |
| ***109.65(b)(2)(iv)*** |  |  |
| ***109.65(b)(2)(v)*** |  |  |
| ***109.65(b)(2)(vi)*** |  |  |
| ***109.65(b)(3)(i)*** |       |       |
| ***109.65(b)(3)(ii)*** |  |  |
| ***109.65(b)(3)(iii)*** |  |  |
| ***109.65(b)(3)(iv)*** |  |  |
| ***109.65(c)(1)*** |       |       |
| ***109.65(c)(2)*** |  |  |
| ***109.65(c)(3)*** |  |  |
| ***109.65(d)*** |       |       |
| ***109.65(e)*** |       |       |
| ***109.67 Cargo security incident*** |
| ***109.67(1)*** |       |       |
| ***109.67(2)*** |       |       |
| ***109.69 Records*** |
| ***109.69(a)(1)*** |  |       |
| ***109.69(a)(2)*** |       |       |
| ***109.69(a)(3)*** |       |       |
| ***109.69(a)(4)*** |       |       |
| ***109.69(a)(5)*** |       |       |
| ***109.69(a)(6)*** |       |       |
| ***109.69(b)(1)*** |       |       |
| ***109.69(b)(2)(i)*** |       |       |
| ***109.69(b)(2)(ii)*** |       |       |
| **109.71 Safety and Quality Management** |
| ***109.71(1)*** |       |       |
| ***109.71(2)*** |       |       |
| ***109.71(3)*** |       |       |
| ***109.71(4)*** |       |       |
| ***109.71(5)*** |       |       |
| **109.73 Organization exposition** |
| ***109.73(a)(1)(i)*** |       |       |
| ***109.73(a)(1)(ii)*** |       |       |
| ***109.73(a)(2)*** |       |       |
| ***109.73(a)(3)*** |       |       |
| ***109.73(a)(4)*** |       |       |
| ***109.73(a)(5)*** |       |       |
| ***109.73(a)(6)*** |       |       |
| ***109.73(a)(7)*** |       |       |
| ***109.73(a)(8)*** |       |       |
| ***109.73(a)(9)(i)*** |       |       |
| ***109.73(a)(9)(ii)*** |       |       |
| ***109.73(a)(9)(iii)*** |       |       |
| ***109.73(a)(9)(iv)*** |       |       |
| ***109.73(a)(9)(v)*** |       |       |
| ***109.73(a)(9)(vi)*** |       |       |
| ***109.73(a)(9)(vii)*** |       |       |
| ***109.73(a)(9)(viii)*** |       |       |
| ***109.73(a)(9)(ix)*** |       |       |
| ***109.73(a)(9)(x)*** |       |       |
| ***109.73(a)(9)(xi)*** |       |       |
| ***109.73(a)(9)(xii)*** |       |       |
| ***109.73(a)(9)(xiii)*** |       |       |
| ***109.73(a)(9)(xiv)*** |       |       |
| ***109.73(a)(10)(i)*** |       |       |
| ***109.73(a)(10)(ii)*** |       |       |
| ***109.73(a)(10)(iii)*** |       |       |
| ***109.73(b)*** |       |       |
| **Subpart C – Operational requirements** |
| **109.101 Continued compliance** |
| ***109.101(1)*** |       |       |
| ***109.101(2)*** |       |       |
| ***109.101(3)*** |       |       |
| ***109.101(4)*** |       |       |
| ***109.101(5)*** |       |       |
| ***109.101(6)*** |       |       |
| ***109.101(7)*** |       |       |
| **109.101(8)** |       |       |
| **109.103 Suspend or remove name of known customer from register** |
| ***109.103(a)(1)(i)*** |       |       |
| ***109.103(a)(1)(ii)*** |       |       |
| ***109.103(a)(2)*** |       |       |
| ***109.103(b)*** |       |       |
| ***109.103(c)*** |       |       |
| ***109.103(d)(1)*** |       |       |
| ***109.103(d)(2)*** |       |       |
| **109.105 Changes to certificate holder’s organization** |
| ***109.105(a)(1)*** |       |       |
| ***109.105(a)(2)*** |       |       |
| ***109.105(a)(3)*** |       |       |
| ***109.105(a)(4)*** |       |       |
| ***109.105(a)(5)*** |       |       |
| ***109.105(b)(1)*** |       |       |
| ***109.105(b)(2)*** |       |       |
| ***109.105(b)(3)*** |       |       |
| ***109.105(b)(4)*** |       |       |
| ***109.105(b)(5)*** |       |       |
| ***109.105(b)(6)*** |       |       |
| ***109.105(b)(7)*** |       |       |
| ***109.105(c)*** |       |       |
| ***109.105(d)*** |       |       |
| ***109.105(e)*** |       |       |
| **109.107 Persons to issue declaration of security** |
| ***109.107(1)*** |       |       |
| ***109.107(2)(i)*** |       |       |
| ***109.107(2)(ii)*** |       |       |
| ***109.107(3)*** |       |       |
| **109.109 Entry to access control areas** |
| ***109.109(1)*** |       |       |
| ***109.109(2)*** |       |       |
| **Subpart D Transition Provisions** |
| **109.151 Transition**  |
| ***109.151*** |       |       |
| **Appendix A – Declaration of Security** |
| **A.1 Declaration of Security** |
| ***A.1(1)*** |       |       |
| ***A.1(2)*** |       |       |
| ***A.1(3)*** |       |       |
| ***A.1(4)*** |       |       |
| ***A.1(5)*** |       |       |
| ***A.1(6)*** |       |       |
| ***A.1(7)*** |       |       |
| ***A.1(8)*** |       |       |
| ***A.1(9)*** |  |  |
| ***A.1(10)*** |  |  |
| **Appendix B – Screening Standards** |
| **B.1 Screening methods** |
| ***B.1(a)(1)*** |       |       |
| ***B.1(a)(2)*** |       |       |
| ***B.1(a)(3)*** |       |       |
| ***B.1(a)(4)*** |       |       |
| ***B.1(a)(5)*** |       |       |
| ***B.1(a)(6)*** |       |       |
| ***B.1(a)(7)*** |       |       |
| ***B.1(b)*** |       |       |
| **B.2 Periodic testing** |
| ***B.2(a)*** |       |       |
| ***B.2(b)(1)*** |       |       |
| ***B.2(b)(2)*** |       |       |
| ***B.2(b)(3)*** |       |       |
| ***B.2(c)(1)*** |       |       |
| ***B.2(c)(2)*** |       |       |
| ***B.2(c)(3)*** |       |       |
| ***B.2(c)(4)*** |       |       |
| **Appendix C – Training standards**  |
| **C.1 Grading system and training**  |
| ***C.1(a)(1)*** |       |       |
| ***C.1(a)(2)*** |       |       |
| ***C.1(a)(3)*** |       |       |
| ***C.1(a)(4)*** |       |       |
| ***C.1(a)(5)*** |       |       |
| ***C.1(b)(1)(i)*** |       |       |
| ***C.1(b)(1)(ii)*** |       |       |
| ***C.1(b)(1)(iii)*** |       |       |
| ***C.1(b)(2)*** |       |       |
| ***C.1(b)(3)*** |       |       |
| ***C.1(b)(4)*** |       |       |
| **Appendix D – Qualifications and Experience of Senior Persons**  |
| ***D.1 Senior person responsible for the cargo and mail security control operations*** |
|  |  |  |
| ***D.2 Senior person responsible for cargo and mail training and competency assessments*** |
|  |  |  |
| ***D.3 Senior person responsible for safety and quality management systems*** |
|  |  |  |
| **Appendix E – High Risk Cargo Decision Making Process** |
|  |  |  |