



CIVIL AVIATION SAFETY AUTHORITY OF PAPUA NEW GUINEA

PNG Civil Aviation Rule Part 109

Regulated Air Cargo Agent – Certification

Applicable 04 November 2024

DESCRIPTION

Part 109 prescribes the certification requirement for organisations providing the services of a regulated air cargo agent relating to cargo or mail being carried by air on aircraft carrying passengers and the operating requirements for the continuation of this certification. Part 109 has been established to fulfil Papua New Guinea obligations under ICAO Annex 17.

Part 109 adopts the standard layout for the rule parts relating to the certification of organisations. The layout prescribes for the certification (entry standards), operation (continued operations), and security audit (surveillance) of persons providing security services.

BULLETIN

This Part first came into force on 1 January 2004 and now incorporates the following amendments:

Amendment	Effective Date
Amendment 1	01 May 2016
Amendment 2	14 December 2020
Amendment 3	03 November 2022
Amendment 4	19 April 2024
Amendment 5	04 November 2024

Summary of amendments:

Amendment 05 is an extension from Amendment 4 to Part 109 which was addressing the 2019 ICAO USAP CMA Protocol Questions and aligns Part 109 with Amendment 18 of ICAO Annex 17.

- Amendment 5:**
(Docket 24/14/CAR109/26)
- (1) 109.51 – minor editorial amendments for rule reference.
 - (2) 109.57 – minor editorial amendment for realignment of information
 - (3) 109.59 – minor editorial amendments and renumbering for the realignment and flow of information
 - (4) 109.63 – minor editorial amendments for rule referencing, information realignment and editorial amendments to provide clarity and to also make reference to the New Inclusion of Appendix E in the Appendix Section of the Rule
 - (5) 109.65 - deletion of term “airside areas” and “other than passengers” which is not applicable to RACA minor editorial amendments and renumbering for the realignment and flow of information and new inclusions to capture the requirement for training programs that will be delivered by Training Organisations outside of Papua New Guinea
 - (6) Appendix D - new inclusion to capture the Qualifications and Experience of Senior Persons to provide criteria to be used to support compliance to rule 109.51(b)(2)
 - (7) Appendix E - new inclusion of the flow diagram to provide some clarity and understanding of the process and procedures that are required under rule 109.63 relating to High Risk Cargo.

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Subpart A — General

109.1 Purpose

- (a) This Part prescribes rules governing the certification and operation of an organisation providing the services of a regulated air cargo agent for cargo or mail that is required to be accompanied by a declaration of security for carriage by air on an aircraft carrying passengers.
- (b) In this Part, any requirement relating to cargo or mail for carriage by air relates only to cargo or mail that is intended for carriage by air on an aircraft conducting an international commercial air transport operations.
- (c) In this Part, any requirement relating to cargo or mail for carriage by air relates to all cargo or all mail that is intended for carriage by air only on an all-cargo aircraft (certified under Part 121) conducting a domestic commercial air transport operations.

109.3 Definitions

In this Part—

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.

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

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

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

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:

Transfer cargo and mail, are cargo or mail departing on an aircraft other than that on which it arrived.

109.5 Requirement for 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—

- (a) the cargo or mail is carried on an aircraft conducting an international commercial air transport operation;

- (b) the cargo or mail is carried on an all-cargo aircraft conducting a domestic commercial air transport operation under Part 121.

109.7 Application for certificate

An applicant for the grant of a regulated air cargo agent certificate must complete form CA 109/01 and submit it to the Director with—

- (1) the applicant's exposition required under rule 109.73; and
- (2) if applicable, a payment of the appropriate application fee prescribed by regulations made under the Act.

109.9 Grant of certificate

Subject to section 49 of the Act, an applicant is granted a regulated air cargo agent certificate if the Director is satisfied that—

- (1) the applicant meets the requirements of Subpart B; and
- (2) the applicant, and the applicant's senior person or persons required by rule 109.51 are fit and proper persons; and
- (3) granting the certificate is not contrary to the interests of aviation safety or security.

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:

- (a) an aircraft conducting an international commercial air transport operation;
- (b) an all-cargo aircraft conducting a domestic commercial air transport operation under Part 121.

109.13 Duration of certificate

- (a) A regulated air cargo agent certificate may be granted or renewed for a maximum period of 5 years.
- (b) A regulated air cargo agent certificate remains in force until it expires or is suspended or revoked.

109.15 Renewal of certificate

An application for the renewal of a regulated air cargo agent certificate must be submitted to the Director before the application renewal date specified in the certificate or, if no such date is specified, not less than 30 days before the certificate expires.

Subpart B — Certification requirements

109.51 Personnel requirements

- (a) An applicant for the grant of a regulated air cargo agent certificate must employ, contract, or otherwise engage—
 - (1) a senior person, identified as the Chief Executive, who—
 - (i) has the authority within the applicant’s organisation to ensure that every activity undertaken by the organisation can be financed and carried out in accordance with the requirements and standards prescribed by this Part; and
 - (ii) is responsible for ensuring that the organisation complies with the requirements of this Part; and
 - (2) senior persons—
 - (i) responsible to the chief executive for ensuring that the applicant’s organisation complies with its exposition; and
 - (ii) responsible for the functions referred to in paragraph (b)(1); and
 - (iii) ultimately responsible to the Chief Executive; and
 - (3) sufficient personnel to implement and maintain the cargo and mail security control procedures detailed in the applicant’s exposition.
- (b) the senior persons required by paragraph (a) must –
 - (1) be responsible for the following functions;
 - (i) cargo and mail security control operations;
 - (ii) cargo and mail training and competency assessments; and
 - (iii) safety and quality management systems;
 - (2) hold minimum qualifications and experience listed in Appendix D applicable to the function for which they are responsible.
- (c) Notwithstanding paragraph (b)(1)(ii) and if applicable to the structure of the applicant’s organisation the senior person responsibilities for competency assessments may be assumed by the senior person responsible for cargo and mail security control operations under paragraph (b)(1)(i);
- (d) Any function referred to in paragraph (b)(1) may be delegated to other personnel provided the senior person responsible for the function retains responsibility for the function, and the delegation is acceptable by the Director.
- (e) An applicant for the grant of a regulated air cargo agent certificate must establish procedures for the transfer of responsibilities in the absence of senior persons.
- (f) An applicant for the grant of a regulated air cargo agent certificate must establish procedures to initially assess and subsequently maintain the competence of those personnel who are authorised to implement and maintain security control for cargo or mail as specified in the applicant’s exposition.
- (g) An applicant for the grant of a regulated air cargo agent certificate must establish procedures for the proper recruitment and selection criteria of its management and operational personnel.

109.53 Facility requirements

An applicant for the grant of a regulated air cargo agent certificate must provide facilities that are appropriate for the following activities that may be applicable to the services that are to be provided by the applicant:

- (1) receiving, and applying security controls to, cargo or mail from a person who is not a known customer:
- (2) receiving a consignment of cargo or mail from a known customer and checking the consignment and associated documentation:
- (3) storing a consignment of cargo or mail that has undergone the required security controls in an access controlled area to protect the consignment from tampering:
- (4) delivering a consignment of cargo or mail from the air cargo agent's access controlled storage area to the air operator, including a means to ensure that the consignment is not tampered with.
- (5) establish, implement and maintain access control procedures at all times including:
 - (i) the identification systems in respect of persons and vehicles in order to prevent unauthorized access to security restricted areas; and
 - (ii) access shall be granted to only those with operational need or other legitimate reason to be there; and
 - (iii) verification of identity and authorisation at designated checkpoints before access is allowed to security restricted areas; and
 - (iv) ensuring that all persons, together with items carried, are screened prior to entry into security restricted areas to eliminate insider threats; and
 - (v) ensure the use of randomness and unpredictability in the implementation of security measures, as appropriate; and
 - (vi) ensure the use of appropriate screening methods that are capable of detecting the presence of explosives and explosive devices carried by persons or in their items carried. Where these methods are not applied continuously, they must be used in an unpredictable manner.

109.55 Security Control Procedures for Cargo and mail including Transfer Cargo and Mail

- (a) An applicant for the grant of a regulated air cargo agent certificate must establish security control procedures for ensuring that—
 - (1) every consignment of cargo or mail including transfer cargo or mail that is accepted by the regulated air cargo agent for carriage by air from a person who is not a known customer has security controls applied to it in order to prevent any weapon, explosive, or other dangerous device, article or substance that may be used to commit an act of unlawful interference being carried in the consignment; and
 - (2) every consignment of cargo or mail including transfer cargo or mail that is accepted by the regulated air cargo agent for carriage by air from a known customer is—

- (i) accompanied by a statement of content; and
 - (ii) checked to ensure that the consignment has not been tampered with; and
- (3) the statement of content required under paragraph (2) for each consignment of cargo or mail including transfer cargo or mail, is checked to ensure that—
 - (i) the consignment of cargo or mail including transfer cargo or mail, does not contain any weapon, explosive, or other dangerous device, article or substance that may be used to commit an act of unlawful interference; and
 - (ii) the statement of content is identified as originating from the known customer; and
- (4) every consignment of cargo or mail including transfer cargo or mail that is accepted by the regulated air cargo agent and has had security controls applied to it under paragraphs (1), or (2) and (3) is—
 - (i) held in an access controlled area until the consignment leaves the access controlled area for delivery to the air operator who is to carry the consignment on the air operator's aircraft; and
 - (ii) protected from unauthorised interference, from the point of screening until departure of the aircraft.
- (5) every consignment of cargo or mail including transfer cargo or mail that is delivered to an air operator for carriage on the operator's aircraft is—
 - (i) accompanied by a declaration of security that meets the requirements of Appendix A.1 and is signed by a person who is authorised in accordance with rule 109.59 to sign the declaration of security; and
 - (ii) protected from any act of tampering from the time the consignment leaves the regulated air cargo agent's access controlled area until the time that the consignment is accepted by the air operator.
- (b) A person who is to implement any of the security control procedures required by paragraph (a) must be appropriately trained, and hold an appropriate authorisation issued in accordance with rule 109.59.

109.57 Screening procedures for cargo or mail including transfer cargo or mail

- (a) An applicant for the grant of a regulated air cargo agent certificate who intends to screen cargo or mail including transfer cargo or mail as part of the security control procedures required under rule 109.55 must establish procedures for screening in accordance with Appendix B.
- (b) The procedures required under paragraph (a) must—
 - (1) identify, and be applicable to, the particular screening method to be used; and
 - (2) detail the processes that must be followed by the person carrying out the screening and taking into account the nature of the consignment; and
 - (3) require that every person must be appropriately authorised in accordance with rule 109.59 for the particular screening method; and

- (4) include a programme and procedures for periodically testing the screening method, including the persons performing the screening; and
- (5) for screening methods that use technical equipment, include a maintenance programme for the equipment, including if applicable, procedures to periodically test the integrity of the screening equipment; and
- (6) include a process for assessing the significance of a screening method failure and the actions to be taken regarding the effect that the failure may have on cargo that has already been screened; and
- (7) use an appropriate method or methods taking into account the nature of the consignment such as special categories of cargo (high-risk cargo, high-value cargo, diplomatic bags, live animals, perishable goods, biomedical samples and vaccines, other perishable medical items, life sustaining items, human remains, nuclear material); and

109.59 Authorisation procedures

- (a) An applicant for the grant of a regulated air cargo agent certificate must establish procedures for the issue of an authorisation to every person who carries out any of the following security control functions that are applicable to the applicant's proposed activities:
 - (1) screening cargo or mail in accordance with the procedures required under rule 109.57:
 - (2) applying the security control procedures required under rule 109.55(a)(1) to cargo or mail that is accepted from a person who is not a known customer:
 - (3) 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 rule 109.55(a)(2) and (a)(3):
 - (4) accessing a consignment of cargo or mail that is held in the applicant's access controlled area referred to in rule 109.55(a)(4):
 - (5) issuing a declaration of security that is required by rule 109.55(a)(5)(i) for each consignment of cargo or mail:
 - (6) delivering a consignment of cargo or mail that is accompanied by a declaration of security, but 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):
 - (7) implementing the known customer procedures required under rule 109.61(a) and entering details of the known customer into the known customer register required under rule 109.61(c).
- (b) An applicant for the grant of a regulated air cargo agent certificate must establish procedures for the issue of an authorisation to every person who enters an access controlled area, other than those provided for under rule 109.109(2).
- (c) The procedures required by paragraphs (a) and (b) must include the following:
 - (1) an authorisation must not be issued to a person unless—

- (i) the person has undergone a security background check acceptable to the Director; and
 - (ii) background checks are completed in respect of persons implementing security controls, persons with unescorted access to security restricted areas, and persons with access to sensitive aviation security information prior to their taking up these duties or accessing such areas or information; and
 - (iii) recurrent background checks are applied to such persons at an interval of not more than 2 years; and
 - (iv) persons 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;
- (d) for an authorisation issued under paragraph (a), the person has been;
- (1) appropriately trained in accordance with the regulated air cargo agent's training programme that is required under rule 109.65; and
 - (2) assessed as competent, in accordance with the regulated air cargo agent's training programme required under rule 109.65, to carry out the security control functions for which the authorisation is intended; and
- (e) for an authorisation issued under paragraph (b), the person has knowledge of security requirements for air cargo; and
- (f) for every authorisation issued under (a) must be in writing and must include—
- (1) the name of the person to whom the authorisation is issued; and
 - (2) the security control function or other function that the person is authorised to perform in accordance with rule 109.55 and rule 109.57; and
 - (3) the expiry date of the authorisation; and
 - (4) an authorisation must not be issued for a period of more than 2 years; and
- (g) an authorisation must not be reissued to a person unless the requirements of paragraphs (1), (c), (d), (e) and (f) are complied with.

109.61 Procedures and register for a known customer

- (a) An applicant for the grant of a regulated air cargo agent certificate who intends to accept cargo or mail for carriage by air from a known customer must establish procedures for ensuring that—
- (1) the known customer has a knowledge of security matters that relate to the carriage of the known customer's cargo or mail by air; and
 - (2) the known customer has appropriate systems and procedures in place for ensuring that—
 - (i) only the intended items of cargo or mail are contained in the customer's consignment of cargo or mail that is forwarded to the applicant's organisation for carriage by air; and

- (ii) every consignment of cargo or mail that is forwarded to the applicant's organisation is accompanied by a statement of content that can be identified as originating from the known customer; and
 - (iii) every consignment of cargo or mail that is forwarded to the applicant's organisation is protected in a manner that enables the applicant's organisation to readily identify whether the consignment has been tampered with; and
 - (iv) the cargo or mail is not tampered with when sent by the known customer to the applicant's organisation.
- (b) The procedures required under paragraph (a) must include the means for the applicant's organisation to ensure that the requirements under paragraph (a) continue to be met.
- (c) An applicant for the grant of a regulated air cargo agent certificate who intends to accept consignments of cargo or mail for carriage by air from a known customer in accordance with the procedures required by paragraph (a) must establish a register of known customers and record for each known customer:
 - (1) the customer's current name (and business name if appropriate);
 - (2) the current name and details of the principal contact person;
 - (3) the customer's current address, and applicable facsimile, email and telephone numbers.
 - (4) proper recruitment and selection criteria of its known customer management and operational personnel.

109.62 Procedures for external service providers

An applicant for the grant of a regulated air cargo agent certificate must establish procedures to ensure that;

- (a) 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; and
- (b) 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.

109.63 Procedures for High Risk cargo or mail

- (a) An applicant for the grant of a regulated air cargo agent certificate who intends to accept high-risk cargo or mail for carriage by air from an unknown customer must establish a process and procedures for determining whether a cargo or mail consignment is considered to be high risk.
- (b) The procedure must be established in accordance with Appendix E to ensure;
 - (1) specific intelligence information that cargo or mail poses a threat to civil aviation are captured; and
 - (2) the identification of cargo or mail that shows anomalies or signs of tampering which give rise to suspicion; and

- (3) additional security control procedures including screening methods and measures are identified and applied accordingly.
- (c) The additional screening methods and measures required under paragraph (b)(3) must be appropriate and acceptable to the Director.

109.65 Training of personnel

- (a) An applicant for the grant of a regulated air cargo agent certificate must establish and maintain a training programme for ensuring that—
- (1) every person who has access to a consignment of cargo or mail that has been accepted by the applicant's organisation for carriage by air has the appropriate training in the security control procedures for the storage and transportation of the consignments; and
 - (2) every person who carries out a security control function in relation to cargo or mail that is accepted by the applicant's organisation for carriage by air is appropriately trained and assessed as competent to carry out the security control function; and
 - (3) every person who has 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 applicant's organization for carriage by air have satisfactorily completed a dangerous goods training programme including recurrent training under 92.203.
 - (4) persons carrying out screening operations for cargo and mail are certified according to the requirements of the national civil aviation security programme to ensure that performance standards are consistently and reliably achieved.
 - (5) all personnel involved with or responsible for the implementation of various aspects of the national civil aviation security programme and those authorised to have unescorted access to or security restricted areas must receive initial and recurrent security awareness training.
- (b) The training programme required under paragraph (a) must contain—
- (1) applicable segments for —
 - (i) initial training; and
 - (ii) recurrent training; and
 - (iii) ensure that every person who is required to be trained undertakes the recurrent training segment of the training programme at an interval of not more than 2 years.
 - (2) syllabi for each applicable segment of training for those authorised to conduct security control functions including;
 - (i) access control procedures into SRAs; and
 - (ii) screening procedures of persons together with items carried, prior to entry into airport SRAs; and
 - (iii) screening of cargo and mail; and
 - (iv) measures to protection of cargo and mail subjected to screening or other security controls from unauthorized interference; and
 - (v) supply chain security process for cargo and mail; and
 - (vi) dangerous goods control functions.

- (3) competency assessments for each applicable training segment that ensures;
 - (i) relevant standards of performance are established for both initial and recurrent trainings; and
 - (ii) are established in accordance with the standards prescribed in Appendix C; and
 - (iii) all persons implementing security controls acquire all competencies required to perform their duties; and
 - (iv) all relevant standards of performance are consistently maintained for initial and recurrent trainings.
- (c) The training programme required by paragraph (a) must be;
 - (1) conducted by the certificate holder; or
 - (2) contract with the holder of an aviation training organisation certificate issued under Part 141, to conduct the training programme where the Part 141 certificate authorises the holder to conduct that training; or
 - (3) for a training conducted outside of Papua New Guinea, contract with an organisation that meets an equivalent standard specified by Part 141.
- (d) The Training programme must be delivered by instructors who are qualified in the applicable subject matter and certified through the certification system approved by the Director.
- (e) The certificate holder shall maintain appropriate records of all training competency assessments of its personnel and ensure that records are maintained and current.

109.67 Cargo security incident

An applicant for the grant of a regulated air cargo agent certificate must establish procedures—

- (1) for notifying, investigating and reporting, any cargo security incident that is associated with the applicant's activities, in accordance with Part 12, and
- (2) for implementing corrective actions to eliminate the cause of a cargo security incident and prevent its recurrence.

109.69 Records

- (a) An applicant for the grant of a regulated air cargo agent certificate must establish procedures for identifying, collecting, indexing, storing, maintaining, and disposing of the records that are necessary to provide an accurate record for—
 - (1) 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; and
 - (2) every person who is required under rule 109.65 to be trained, including details of each segment of training that is undertaken; and
 - (3) 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 the security background check required under rule 109.59(c)(1)(i); and
 - (4) 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); and

- (5) every investigation relating to a cargo security incident investigation carried out under rule 109.67; and
 - (6) every management review that is carried out under rule 109.71.
- (b) The records required under paragraph (a) must be—
- (1) accurate, legible and of a permanent nature; and
 - (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.

109.71 Safety and Quality Management

An applicant for the grant of a regulated air cargo agent certificate must establish an integrated safety and quality management system meeting the following requirements of Part 100:

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

109.73 Organisation exposition

- (a) An applicant for the grant of a regulated air cargo agent certificate must submit to the Director for acceptance, an exposition containing—
- (1) a statement signed by the chief executive on behalf of the applicant's organisation confirming that—
 - (i) the exposition defines the organisation and demonstrates its means and methods for ensuring ongoing compliance with this Part; and
 - (ii) the exposition, and every associated manual, and operating, and security control procedure, must be complied with by the organisation's personnel at all times; and
 - (2) the titles and names of the senior person or persons referred to in rule 109.51(a)(1) and (2); and
 - (3) the duties and responsibilities of the senior person or persons referred to in paragraph (2), including matters for which they have responsibility to deal directly with the Director on behalf of the organisation; and
 - (4) an organisation chart showing lines of responsibility of the senior persons referred to in paragraph (2) and covering each location referred to in paragraph (6); and

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- (5) a summary of the organisation's staffing structure at each location referred to in paragraph (6); and
 - (6) a summary of the scope of activities at each location where the organisation's personnel are based for carrying out security control functions relating to cargo and mail; and
 - (7) a summary of the facilities provided at each location referred to in paragraph (6) that meets the requirements of rule 109.53; and
 - (8) the detailed procedures required under rule 109.71 regarding safety and quality management; and
 - (9) the detailed procedures, or an outline of the procedures including information that identifies the documentation that contains the detailed procedures, that are required under—
 - (i) rule 109.51(b) regarding the competence of personnel; and
 - (ii) rule 109.55(a)(1) regarding the acceptance and application of security controls to cargo or mail received from a person who is not a known customer; and
 - (iii) rule 109.55(a)(2) and (3) regarding the acceptance of consignment of cargo or mail from a known shipper; and
 - (iv) rule 109.55(a)(4) regarding the holding of a consignment of cargo or mail in an access controlled area; and
 - (v) rule 109.55(a)(5)(i) regarding the provision of a declaration of security for a consignment of cargo or mail that is delivered to an air operator; and
 - (vi) rule 109.55(a)(5)(ii) regarding the protection of a consignment of cargo or mail from an act of tampering during the delivery of the consignment to the air operator; and
 - (vii) rule 109.57 regarding the screening of cargo or mail; and
 - (viii) rule 109.59 regarding the issue of an authorisation to personnel; and
 - (ix) rule 109.61 regarding the requirements for a known customer; and
 - (x) rule 109.63 regarding high risk cargo or mail; and
 - (xi) rule 109.65(1) regarding the training programme
 - (xii) rule 109.67(1) regarding the notification, investigation and reporting of a cargo security incident; and
 - (xiii) rule 109.67(2) regarding the implementation of a corrective action to eliminate the cause of a cargo security incident and prevent its recurrence; and
 - (xiv) rule 109.69 regarding the identification, collection, indexing, storage, maintenance and disposal of records; and
 - (10) details of procedures for—
 - (i) controlling, amending, and distributing the exposition; and
 - (ii) ensuring that the exposition meets the applicable requirements of this Part; and

- (iii) ensuring that the Director is provided with a copy of every amendment to the exposition as soon as practical after the amendment is incorporated into the exposition.
- (b) The exposition must remain acceptable to the Director.

Subpart C — Operational requirements

109.101 Continued compliance

The holder of a regulated air cargo agent certificate must—

- (1) continue to meet the standards and comply with the requirements of Subpart B prescribed for certification under this Part; and
- (2) comply with every procedure referred to in the certificate holder's exposition; and
- (3) hold at least one complete and current copy of the certificate holder's exposition at each location where a senior person is based; and
- (4) make each applicable part of the certificate holder's exposition available to personnel who require those parts to carry out their duties; and
- (5) maintain the register of known customers with current information for each of the certificate holder's known customers; and
- (6) 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
- (7) notify the Director in writing of any change of address for service, telephone number, or facsimile number within 28 days of the change; and
- (8) 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.

109.103 Suspend or remove name of known customer from register

- (a) 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); or
 - (ii) a requirement relating to the procedures and register for known customers required by rule 109.61; and
 - (2) it is in the interest of aviation security to suspend or remove the name of the known customer.
- (b) 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.

- (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.
- (d) 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.

109.105 Changes to certificate holder's organisation

- (a) Subject to paragraph (b), the holder of a regulated air cargo agent certificate must—
 - (1) ensure that its exposition is amended as required, to remain a current description of the certificate holder's organisation, and air cargo security services; and
 - (2) ensure that any amendment made to its exposition meets the applicable requirements of this Part; and
 - (3) comply with the exposition amendment procedure contained in its exposition; and
 - (4) provide the Director with a copy of each amendment to its exposition, as soon as practicable after the amendment is incorporated into the exposition; and
 - (5) make such amendments to its exposition as the Director may consider necessary in the interests of aviation security.
- (b) 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:
 - (1) the person identified as the chief executive:
 - (2) the title or name of any senior person specified in the exposition as required by rule 109.51(a)(2):
 - (3) the cargo and mail security control procedures required by rule 109.55:
 - (4) the screening procedures required by rule 109.57:
 - (5) the authorisation procedures required by rule 109.59:
 - (6) the procedures for a known customer required by rule 109.61:
 - (7) the safety and quality management procedures required by rule 109.71.
- (c) 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).
- (d) The holder of an air cargo agent certificate must comply with any condition imposed by the Director under paragraph (c).

- (e) 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.

109.107 Persons to issue declaration of security

A person must not issue a declaration of security to an air operator for a consignment of cargo or mail to which this Part applies unless—

- (1) the person holds a valid written authorisation from the holder of a regulated air cargo agent certificate to issue the declaration; and
- (2) the person issues the declaration of security—
 - (i) under the authority of the regulated air cargo agent certificate; and
 - (ii) in accordance with the certificate holder's procedures for issuing the declaration; and
- (3) the consignment of cargo or mail has been subjected to the security control procedures detailed in the certificate holder's exposition.

109.109 Entry to access controlled area

The holder of a regulated air cargo agent certificate must not permit a person to enter, and a person must 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).

Subpart D — Transition Provisions

109.151 Transition

Transition provisions detailed in Part 20 apply to this Part

Appendix A — Declaration of Security

A.1 Declaration of security

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.
- (9) the nature of consignment:
- (10) the method of screening.

Appendix B — Screening Standards

B.1 Screening methods

- (a) Cargo or mail including transfer cargo or mail that is screened or is required to be screened must be screened by use of 1 or more of the following methods:
 - (1) conventional x-ray equipment:
 - (2) advanced technology x-ray explosives detection system (ATEDS):
 - (3) explosive trace detection (ETD) systems:
 - (4) explosive detection dogs:
 - (5) computed tomography:
 - (6) physical inspection:
 - (7) any other screening technology or method acceptable to the Director.
- (b) Screening equipment must be situated in an access controlled area.

B.2 Periodic testing

- (a) Every method of screening must be subject to periodic testing within each 28 day cycles using a test piece to ensure the ongoing integrity of the screening process.
- (b) A test piece must be—
 - (1) appropriate for the particular screening method being tested; and
 - (2) representative of an unauthorised article that the screening method is intended to detect; and
 - (3) acceptable to the Director.
- (c) If a periodic test is intended to test the proficiency of a person performing the screening, the test must be carried out—
 - (1) without prior notice to the person who is performing the screening; and
 - (2) by placing the test piece used for the test among other items of cargo or mail being screened; and
 - (3) in a manner that gives the person being tested reasonable opportunity to detect the test piece; and
 - (4) within each 150-day cycle.

Appendix C — Training Standards

C.1 Grading system and training

- (a) The grading system of the level of competence specified in paragraph (b) 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.
- (b) The topics that personnel who undertake screening functions are required to be trained on are as follows:
 - (1) Screening and search of cargo or mail:
 - (i) to outline the general principles governing the screening and search of cargo, to grade 4; and
 - (ii) to be familiar with and proficient in the use of the screening equipment provided by the certificate holder, to grade 5; and
 - (iii) to have practical experience with the procedures and methods for screening and search of cargo, to grade 5.

- (2) 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.
- (3) The threat factor to update a person who carries out screening on the current terrorist and criminal trends, to grade 2.
- (4) 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.

Appendix D — Qualifications and Experience of Senior Persons

D.1 Senior person responsible for cargo and mail security control operations

Areas	Requirements
Qualification	Cargo Security Awareness Dangerous Goods Acceptance
Technical Experience	3 years' experience in cargo and mail operations
Managerial Experience	At least 1 year experience in a supervisory role / position which may have been obtained within the 3-year technical experience required above.
Knowledge	Have a clear knowledge and understanding of the cargo and mail security control operations parts of the organisation's exposition and the applicable cargo and mail security control provisions of Part 109; <ul style="list-style-type: none"> • Sufficient knowledge on cargo and mail security control measures • Sufficient knowledge on the screening requirements for cargo and mail • Consignment Security Declaration requirements • High risk cargo requirements • Understanding of safety, security and quality management systems
Competency	Undertake any examination or test that the Director may require to determine the applicant's competency to perform the cargo and mail security control operation functions required.

D.2 Senior person responsible for cargo and mail training and competency assessments

Areas	Requirements
Qualification	National Training Certificate IV in Training and Assessment
Technical Experience	3 years' experience in cargo and mail operations
Managerial Experience	At least 1 year experience in a supervisory role / position which may have been obtained within the 3-year technical experience required above.
Knowledge	Have a clear knowledge and understanding of the cargo and mail training and competency assessment parts of the organisation's exposition and the applicable cargo and mail training and competency assessment provisions of Part 109; <ul style="list-style-type: none"> • Training requirements for cargo and mail personnel (initial, recurrent, OJT) • Understanding of training methodology and concept
Competency	Undertake any examination or test that the Director may require, to determine the applicant's competency to perform the cargo and mail training and competency assessments functions required.

D.3 Senior person responsible for safety and quality management systems

Areas	Requirements
Qualification	Lead Auditor Qualification
Technical Experience	3 years' experience in cargo and mail operations 3 years in quality control or compliance role and activities
Managerial Experience	At least 1 year experience in a supervisory role / position which may have been obtained within the 3-year technical experience required above.
Knowledge	Have a clear knowledge and understanding of the cargo and mail safety and quality management system parts of the organisations exposition and the applicable cargo and mail safety and quality management system provisions of Part 109 and 100; <ul style="list-style-type: none"> • Cargo and mail security control measures • Consignment Security Declaration requirements • Quality Control
Competency	Undertake any examination or test that the director may require to determine the applicant's competency to perform the cargo and mail safety, and quality management systems functions required.

Appendix E — High Risk Cargo Decision Making Process

