


**民航處 Civil Aviation Department**
**機場安全標準部 Airport Standards Division**

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12 July 2004

Distribution:

*CC: HAFFA Committee*

Dear Sir/Madam,

**CAD's RAR Inspection Form**

----- I refer to our discussion in the 24<sup>th</sup> RAR Implementation Meeting on 9 July 2004. Please find attached a copy of the CAD's "RAR Inspection Form" for your reference.

Yours faithfully,

(Jonathan HO)

for Director-General of Civil Aviation

**Distribution:**

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**RAR Inspection Form****Date of Inspection:**

<b>Name of RA:</b>		<b>RA Code:</b>
<b>Locations:</b>		
<b>Head Office:</b>		
<b>Cargo Operations:</b>		
<b>Cargo Storage:</b>		
<b>Person-in-charge:</b>	<b>Tel. No.:</b>	

<b>Part 1: Known Consignor</b>	<b>Yes</b>	<b>No</b>	<b>Remarks</b>
List of Known Consignor (if available, obtain a page of sample)			
Known Consignor Code System (Format: _____)			
Known Consignor Declaration - System Keeping			
No. of Known Consignors			

<b>Part 2: Inter-Agents Procedures</b>	<b>Yes</b>	<b>No</b>	
List of Transferring / Receiving RA			
Inter - Agent Declaration - System Keeping			
No. of Tendering RA signed up			
No. of Receiving RA signed up			

<b>Part 3: Physical Protection / Cargo Storage</b>	<b>Satis</b>	<b>Unsatis</b>	
Security Facilities			
1. * Alarms / CCTV			
2. * Physical Barriers e.g. fence, wall			
3. * Access Control e.g. gates, roller shutters, Guards, Permit System			
4. Segregation of Known / Unknown cargo			
5. Building Management			

<b>Part 4: Application of Security Control</b>	<b>Yes</b>	<b>No</b>	
General Acceptance procedure e.g. Piece count, weight and dimension check, outer package physical condition check			
Hand Search (    %)			
X-ray (    %)			
Holding (    %)			
Quality Control Programme (    %)			

<b>Part 5: Regulated Agent Regime &amp; Security Awareness Training</b>	<b>Yes</b>	<b>No</b>	
Person-in-charge in Training:			
No. of staff engaged in operations of RAR			
Refresher			
Frequency			

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\* Delete as inappropriate

	Yes	No	Remarks
Training Materials			
1. Training Manual			
2. RASP			
3. Hand Searches on Cargo			
4. Standardized Handling Procedures			

<b>Part 6: Transportation</b>			
Provided by:	Self	Contractor	
Types of Vehicles			
Types of Containers			
Tamper evident seals / devices			

<b>Part 7: Documentation &amp; Record</b>			>= 31 Days	Format	
Shipper's Letter of Instructions from KC	Y/N	Y/N			
Shipping documents to / from * co-loaders	Y/N	Y/N			
MAWB (check 3 shipments and obtain one set as record)	Y/N	Y/N			
HAWB	Y/N	Y/N			
Cargo Manifest	Y/N	Y/N			
Security control record	Y/N	Y/N			
QCP Record (obtain a copy)	Y/N	Y/N			
Others:	Y/N	Y/N			

<b>Part 8: Contingency Plan (optional)</b>			
Cargo does not pass security controls	Y/N		
Cargo may have been tampered with	Y/N		

<b>Part 9: Assessment / Follow Up:</b>