

## QCP Operating Procedures at AAT

### **1. Introduction**

Quality Control Program (QCP) under the auspices of Regulated Agent Regime (RAR) that requires positive security screening of Known Cargo will take effect from 1<sup>st</sup> March 2004. This document serves to present the operating procedures with respect to the positive security screening of bulk and prepacked cargo at Asia Airfreight Terminal (AAT).

According to the QCP, as a requirement since 2009, 1% of the cargo on passenger flights from known consignors has to be randomly selected by the regulated cargo agent concerned for positive security screening.

It is however necessary to stress that due to its special requirements, cargo of this category will not be subject to the usual service standard measurements.

### **2. Operating Procedures**

#### **2.1 Bulk cargo**

- 2.1.1 The cargo agent concerned should reserve cargo delivery slot with AAT well in advance electronically by using the “ m-RCL Pre-declaration” function in AIMS via [www.myaat.com](http://www.myaat.com) and state the expected cargo delivery time. Cut-off time for cargo of this category is six (6) hours before STD of the flight;
- 2.1.2 In addition, the cargo agent concerned should ALSO fax the “RAR-QCP Delivery Slot Request” to AAT Service Control Center (fax: 2215 0055). A confirmation or otherwise should be expected by telephone within an hour;
- 2.1.3 Upon arrival, the truck delivering the cargo should enter the terminal by Gate No. 4 or 5 and park the truck at the truck park;
- 2.1.4 The staff of the cargo agent then proceed to Customer Services Counter to approach our counter staff for an appropriate truck dock for cargo delivery and positive security screening of the cargo;

- 2.1.5 Park the truck at the allocated truck dock for cargo delivery;
- 2.1.6 If the cargo delivered is in loose form of, cargo buildup could be performed either by AAT or the staff of the cargo agent jointly with our Agent Facilitation Service;
- 2.1.7 After the cargo is satisfactorily screened, the security staff will stamp “AAT Security Check” and sign on the “Declaration of Export Consignment – Bulk” form;
- 2.1.8 Upon completion of cargo acceptance, the staff of the cargo agent should proceed to the Customer Services Counter with the signed “Declaration of Export Consignment – Bulk” form to settle the security charges and pick up the official m-RCL and paid invoice;
- 2.1.9 Only cargo agents following the m-RCL function in AIMS may obtain dynamic tonnage report from [www.myaat.com](http://www.myaat.com).

## ***2.2 Prepacked cargo***

- 2.2.1 The cargo agent concerned should reserve cargo delivery slot with AAT well in advance electronically by using the “ m-RCL Pre-declaration” function in AIMS via [www.myaat.com](http://www.myaat.com) and stating the expected cargo delivery time. Cut-off time for cargo of this category is ten (10) hours before STD of the flight;
- 2.2.2 In addition, the cargo agent concerned should ALSO fax the “RAR-QCP Delivery Slot Request” to AAT Service Control Center (fax: 2215 0055). A confirmation or otherwise should be expected by telephone within an hour;
- 2.2.3 Upon arrival, the truck delivering the cargo should enter the terminal by Gate No. 4 or 5 and park the truck at the truck park;
- 2.2.4 The staff of the cargo agent then proceed to Customer Services Counter to approach our counter staff for an appropriate truck dock for cargo delivery and positive security screening of the cargo;
- 2.2.5 Park the truck at the allocated truck dock for cargo delivery;

- 2.2.6 If the cargo delivered as a prepacked unit, cargo breakdown and buildup could be performed either by AAT or the staff of the cargo agent jointly with our Agent Facilitation Service;
- 2.2.7 After the cargo is satisfactorily screened, the security staff will stamp “AAT Security Check” and sign on the “Declaration of Export Consignment – Prepacked Unit” form;
- 2.2.8 Upon completion of cargo acceptance, the staff of the cargo agent should proceed to the Customer Services Counter with the signed “Declaration of Export Consignment – Prepacked Unit” form to settle the security charge and then pick up the official m-RCL and paid invoice;
- 2.2.9 Only cargo agents following the m-RCL function in AIMS may obtain dynamic tonnage report from [www.myaat.com](http://www.myaat.com).

### 3. Charges

**Bulk cargo** HK\$0.50 per kg for cargo being screened during the course of cargo acceptance, or

HK\$0.70 per kg if the requirement for positive security screening happens only after cargo being accepted and stored.

Minimum charge: HK\$20.00 per MAWB

Please refer to AAT web site ([www.aat.com.hk](http://www.aat.com.hk)) for more details of the AFS charges should other services be required.

### 4. Enquiry

If any queries on RAR – QCP, please contact our 24-hours Customer Services Hotline at 2949 7788.

- END -