

## **GUIDELINES FOR ROAD TRANSPORT OF AIR CARGO FROM RACAS TO CTO**

1. Consignments of air cargo or mail intended for international carriage on a passenger service aircraft, that are being transported from a Regulated Air Cargo Agent (RACA) to the air operator's cargo terminal and have a Declaration of Security need to be transported in a manner which maintains the integrity of security controls which have been applied to the consignment and which ensures the consignment is protected from any act of tampering from the time the consignment leaves the RACA's access controlled area until the time the consignment is accepted by either the air operator or their cargo terminal operator.
2. If the consignment of cargo or mail is packaged in a manner which is tamper evident, then it may be transported by any available means.
3. If the consignment of cargo or mail is not packaged in a manner which is tamper evident, but the truck or cargo compartment in which the consignment is being carried, is able to be made tamper evident, then the following process should be followed:
  - (a) Before the consignment is loaded, the cargo compartment of the vehicle should be inspected to ensure there is no person in the compartment who could tamper with the cargo.
  - (b) The integrity of the compartment should be maintained until the loading is completed.
  - (c) Once loading is complete, the cargo compartment must be made tamper evident using seals or other means contained in the RACAs security exposition approved by the CAA.
  - (d) If the driver has to make any stops on the journey, then the driver should verify the integrity of the seals before continuing on the journey.
4. If neither the consignment of cargo or mail, nor the transporting vehicle, is tamper evident, then the following process should be followed:
  - (a) The driver must be authorised in accordance with CAANZ Rule 109.59(a)(6).
  - (b) Before the consignment is loaded, the cargo compartment or area of the vehicle must be inspected to ensure there is no person in the compartment or area who could tamper with the consignment.
  - (c) The integrity of the compartment or area must be maintained while the loading is completed and at all times until the consignment is delivered.
  - (d) Unscheduled stops must not be made except to present documents or in case of emergency.
  - (e) The authorised person (driver) must ensure that the consignment is under their supervision at all times during the transportation process, from loading onto the vehicle until acceptance by the air operator or their cargo terminal operator.
5. Upon delivery of the consignment of cargo or mail to the RACA, air operator or their cargo terminal operator, the driver must:

- (a) Present either a government approved form of identification or recognised employee identification including photograph.
  - (b) Present any documentation which has accompanied the consignment.
  - (c) In the case of consignments where neither the consignment nor the transporting vehicle was tamper evident, declare whether or not the security controlled status of the consignment was able to be maintained during transportation.
  - (d) Clearly communicate any situation or event where the security controlled status of the consignment was not able to be maintained during transportation.
  - (e) If required, assist the RACA, air operator or their cargo terminal operator to check whether the tamper evident seals on the vehicle or the consignment indicate any evidence of tampering.
6. A consignment of cargo or mail which does not have a Declaration of Security may be transported in any available manner, but must be clearly identified as not yet being security controlled.

Stewart Milne and Kristina Cooper for Board of Airline Representatives NZ Inc (BARNZ)

9 November 2008

## **GUIDELINES FOR ROAD TRANSPORT OF AIR CARGO FROM A KNOWN CUSTOMER**

1. Consignments of air cargo or mail originating from a Known Customer of an airline or a RACA, which have a Statement of Content and are intended for international carriage on a passenger service aircraft, which are being transported from a known customer's premises to:
  - (a) An air operator's cargo terminal; or
  - (b) A RACA's premises;
    - need to be transported in a manner which maintains the integrity of security controls which have been applied to the consignment and which ensures the consignment is protected from any act of tampering from the time the consignment leaves the known customer's premises until it is accepted by either the RACA, the air operator or their cargo terminal operator.
    - Note: Where a RACA chooses to check the integrity of the cargo packaging (including checking for signs of tampering) at the time of picking up the cargo from the known customer, the person undertaking these checks must be authorised by the RACA.
2. If the consignment of cargo or mail is packaged in a manner which is tamper evident, then it may be transported by any available means.
3. If the consignment of cargo or mail is not packaged in a manner which is tamper evident, then it must be transported in a truck or cargo compartment which is able to be made tamper evident, with the following process being followed:
  - (a) The loading must occur at the Known Customer's premises, by staff who are aware of the security requirements for cargo and mail in accordance with CAR Part 109.61 (a) (1), in an area which is not open to the general public or to staff members not directly involved in the loading and verification process.
  - (b) The consignment must be verified by the Known Customer to ensure only the intended items of cargo or mail are contained in the consignment.
  - (c) Before the consignment is loaded, the cargo compartment of the vehicle should be inspected to ensure there is no person in the compartment who could tamper with the cargo.
  - (d) The integrity of the compartment should be maintained until the loading is completed.
  - (e) Once loading is complete, the cargo compartment must be made tamper evident using seals or other means approved by the RACA or airline operator with which the exporter has a known customer relationship with.
  - (f) If the driver has to make any stops on the journey, then the driver should verify the integrity of the seals before continuing on the journey.
5. Upon delivery of the consignment of cargo or mail to the RACA, air operator or their cargo terminal operator, the driver must:

- (a) Present either a government approved form of identification or recognised employee identification including photograph.
  - (b) Present any documentation which has accompanied the consignment.
  - (c) Clearly communicate any situation or event where the security controlled status of the consignment was not able to be maintained during transportation.
  - (d) If required, assist the RACA, air operator or their cargo terminal operator to check whether the tamper evident seals on the vehicle or the consignment indicate any evidence of tampering.
6. If neither the consignment of cargo or mail, nor the transporting vehicle, is tamper evident, then the consignment may be transported in any available manner, but must be clearly identified as not yet being security controlled.

Stewart Milne and Kristina Cooper for Board of Airline Representatives NZ Inc (BARNZ)

9 November 2008