

## 4. REPLACEMENT VALUE

If the honoured coupon is the last coupon of the MCO, a new 1, 2, 3 or 4 coupon MCO must be issued. The face value of this new MCO must correspond with the remaining amount outstanding from the previous MCO. In no event shall any balance due from previous MCO be paid directly by either cash or cheque.

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## RECOMMENDED PRACTICE 1630

### CARGO SECURITY

CSC(20)1630

CSC(22)1630

RECOGNISING the action taken by Contracting Member States of the International Civil Aviation Organisation (ICAO) and recognising that ICAO has accorded the highest priority to this subject in adopting and maintaining Annex 17 to reflect worldwide concern over acts of unlawful interference against aircraft;

RECOGNISING ALSO the importance placed on the subject by the IATA Executive Committee and the resulting Recommended Security Standards presented to the ICAO Aviation Security Panel; and

AS A RESULT OF these developments and action taken by the IATA Cargo Agency Conference in amending the Cargo Agency Rules to specifically require adherence to airline cargo security measures.

RECOMMENDED that:

### 1. SCOPE OF RECOMMENDED PRACTICE

All Members should acknowledge and respect airline security measures adopted by governments and those embodied in ICAO Annex 17. Members should implement the measures described in this Recommended Practice to protect airline operations against acts of unlawful interference. In increased threat situations, supplementary measures may be implemented.

This cargo security Recommended Practice is intended to protect air carrier operations against acts of unlawful interference. All Members should implement the cargo security measures described in this Recommended Practice. All Members should acknowledge and respect cargo security measures accepted or required by governments and those embodied in ICAO Annex 17. In increased threat situations, supplementary measures may be implemented.

### 2. DEFINITIONS

The following definitions are adopted:

**2.1 "AIR SIDE"**. The movement area of an airport, adjacent terrain and buildings or portions thereof, access to which is controlled.

**2.2 "KNOWN SHIPPER"**. The originator of property for transportation by air for his own account and who has established business with a regulated agent or an air carrier on the basis of the following criteria:

**2.2.1** Establishing and registering his identity and address and the agent authorised to carry out deliveries on his behalf.

**2.2.2** Declaring that he:

**2.2.2.1** Prepares consignments in secure premises;

**2.2.2.2** Employs reliable staff in preparing the consignments;

**2.2.2.3** Protects the consignments against unauthorised interference during the preparation, storage and transportation;

**2.2.2.4** Certifies in writing that the consignment does not contain any prohibited articles as listed in Annex 17;

**2.2.2.5** Accepts that the packaging and contents of the consignment may be examined for security reasons.

**2.2** “KNOWN SHIPPER or KNOWN CONSIGNOR”. The originator of property for transportation by air who has established direct business with a regulated agent or an air carrier on the basis of agreed criteria.

**2.2.1** Establishing and registering his identity and address and the agent authorised to carry out deliveries on his behalf.

**2.2.1** Declaring that he:

**2.2.1.1** Prepares consignments in secure premises;

**2.2.1.2** Employs reliable staff in preparing the consignments;

**2.2.1.3** Protects the consignments against unauthorised interference during the preparation, storage and transportation;

**2.2.1.4** Certifies in writing that the consignment does not contain any prohibited articles as listed in Annex 17;

**2.2.1.5** Accepts that the packaging and contents of the consignment may be examined for security reasons.

**2.3** “REGULATED AGENT”. An agent, freight forwarder or any other entity who conducts business with an operator and provides security controls that are accepted or required by the appropriate authority in respect of cargo, courier and express parcels, or mail.

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**2.4** “SCREENING”. The application of technical or other means which are intended to detect weapons, explosives or other dangerous devices which may be used to commit an act of unlawful interference.

**2.5** “SECURITY”. A combination of measures and human and material resources intended to safeguard international civil aviation against acts of unlawful interference.

**2.6** “SECURITY CONTROL”. A means by which the introduction of weapons, explosives or articles likely to be utilized to commit an act of unlawful interference can be prevented.

**2.7** “SECURITY PROGRAMME”. Measures adopted to safeguard international civil aviation against acts of unlawful interference.

### 3. SECURITY PROCEDURES

#### 3.1 General

**3.1.1** Measures and procedures should be in place to prevent explosives or other dangerous devices, which may be used to commit acts of unlawful interference, from being accepted for carriage by air by means of cargo, courier, express parcel or mail consignments.

**3.1.2** Members should support fully industry consultation prior to government licencing of all companies engaged in the acceptance, storage and forwarding of cargo, courier, express parcel and mail consignments, intended for carriage by air.

**3.1.3** Each licenced company should have a security programme approved by the appropriate authority in respect of the acceptance, storage and forwarding of cargo, courier, express parcel and mail consignments.

**3.1.1** Each known shipper or known consignor should establish and register its identity and address and certify in writing that:

**3.1.1.1** its consignments are prepared in secure premises/ conditions;

**3.1.1.2** its consignments are protected against unauthorised interference during preparation, storage and transportation;

**3.1.1.3** it accepts that the packaging and contents of the consignment may be examined for security reasons.

**3.1.2** Each regulated agent should have a security programme approved by the appropriate authority in respect of the acceptance, storage and forwarding of cargo, courier, express parcel and mail consignments.

**3.1.3** Personnel accepting or handling cargo should be subjected to pre-employment checks and be trained to an appropriate level of proficiency.

**3.1.4** The appropriate authority should conduct periodic checks to ensure that the security programme has been implemented and is maintained.

#### 3.2 Right of Inspection and Refusal of Carriage

**3.2.1** Carriers reserve the right to examine, or cause to be examined, the packaging and contents of all cargo, courier and express parcel consignments and to enquire into the correctness or sufficiency of information or documentation tendered in respect of any consignment.

**3.2.2** Carriers reserve the right, without assuming any liability, to refuse, delay or return any cargo, courier, express parcel or mail consignments when circumstances so require or for security reasons. If it is suspected that they may contain explosives or dangerous devices or would be transported in violation of applicable laws and regulations.

**3.2.2** Carriers reserve the right, without assuming any liability, to refuse, delay or return any cargo, courier, express parcel or mail consignments when circumstances so require or for security reasons.

#### 3.3 Acceptance of Cargo, Courier and Express Parcel Consignments

**3.3.1** All consignments accepted from known shippers and/or regulated agents will be deemed to have met required security provisions.

**3.3.2** All consignments accepted from persons other than known shippers or regulated agents must be physically searched, electronically screened or screened by other means. In addition, a person other than a known shipper or regulated agent must provide acceptable documentation as to identity, the details of which shall be recorded.

**3.3.3** Unaccompanied baggage shipped as cargo should be treated as originating from a person other than a known shipper or regulated agent.

**3.3.4** All courier traffic moving as cargo or baggage and express parcel consignments should be x-rayed, physically searched or screened by other means prior to carriage.

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### 3.4 Acceptance of Mail

**3.4.1** The responsibility for the security screening and sealing of mail is that of the postal authorities.

**3.4.2** Carriers must ensure that mail is received by their authorised personnel who will establish the identity of the person presenting the mail that the seals are intact and that the bags do not show signs of having been interfered with.

### 3.5 Safe Custody

Carriers must ensure that from the time of acceptance and until completion of air transportation, cargo, courier, express parcel and mail consignments are subject to security. Additionally, carrier security programmes must control access to cargo storage areas.

Air Carriers must ensure that from the time of acceptance and until completion of air transportation, cargo, courier, express parcel and mail consignments are kept in a secure area and free from unlawful interference.

### 3.6 Security Screening Equipment

**3.6.1** Any equipment used to screen cargo, courier or express parcel consignments must be capable of assisting its training operator in the detection of explosives or dangerous devices.

**3.6.2** The equipment used must be approved by the responsible authority as being suitable for the task and shall be maintained and serviced so as to meet manufacturers' specifications as well as local health, safety and regulatory requirements.

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### 3.7 Security Screening Personnel

Persons involved in the function of handling or screening of cargo, courier, express parcel or mail consignments either by physical, electronic or other means should be subject to pre-employment checks, and capable of fulfilling their duties and trained to a level of proficiency established by the responsible authority.

Persons involved in security screening of cargo, courier, express parcel or mail consignments should be subject to pre-employment checks and be trained to a level of proficiency established by the appropriate authority.

### 3.8 Standard Security Declaration Form

Governments and/or airlines may require a security declaration form as a further security measure, which requires the forwarding agent to provide and certify the origin and history of the consignment. Where not otherwise specified, it is recommended that the form to be used is the standard "Security Declaration" form shown in Attachment 'A'.

The appropriate authority and/or air carriers may require a security declaration form to be provided. Under any other circumstances, it is recommended that the "Security Declaration" form shown in Attachment 'A' be used.

## 4. IATA CARGO AGENTS

**4.1** In order to ensure that appropriate measures are taken to protect airline operations against acts of unlawful interference, IATA agents should ensure that the security standards described in this Recommended Practice are followed. In increased threat situations, supplementary security measures may be required by airlines, their states of registry or by the security authorities at the airport of departure.

**4.2** The Cargo Agency Conference Resolutions, which embody the rules for accreditation of cargo agents, include text specifically relating to security. This requires adherence by the agent to security control measures as prescribed by the responsible authorities and which may be supplemented by Member airlines.

**4.3** The IATA Agency Administrator is vested with the authority to conduct an examination of an agent, either at his own initiative or at the request of a Member airline, to determine that such security control measures prescribed by the appropriate authority are applied.

Cargo agents' security procedures should embody those in this Recommended Practice and include the following recommended provisions:

**4.1** IATA Cargo Agents should ensure that the security standards described in this Recommended Practice are followed. In increased threat situations, supplementary security measures may be required by air carriers or the appropriate authorities.

**4.2** The Cargo Agency Conference Resolutions, which embody the rules for accreditation of cargo agents, include text specifically relating to security. This requires the agent to implement security controls as required by the appropriate authorities and which may be supplemented by Member air carriers.

**4.3** The IATA Agency Administrator is vested with the authority to conduct an examination of an agent, either at his own initiative or at the request of a Member air carrier, to determine that such security control measures prescribed by the appropriate authority are applied.

**4.3.1** security requirements for the packing, storage, transportation and delivery of consignments to an approved agent or carrier;

**4.3.2** established procedures for the identification and verification of persons other than known shippers or regulated agents and the recording of their details;

**4.3.3** requirements for the physical protection and safe-keeping of consignments held in their custody prior to delivery to the carrier;

**4.3.4** criteria for the training and recurrent training of agents' staff involved with security screening, storage, transportation and delivery of consignments.

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**4.3.4** criteria for the training and recurrent training of agents' staff involved with security screening, storage, transportation and delivery of consignments.

## **5. GUIDELINES**

Guidelines for the practical implementation of cargo security procedures are described in Attachment 'B'.



**RECOMMENDED PRACTICE 1630**

**Attachment 'A'**

**(Forwarding Agent's Letterhead)  
SECURITY DECLARATION**

Air Waybill No.: .....

Destination: .....

The above shipment is tendered for carriage by air. The undersigned, on behalf of (name of agent), hereby confirms that:

1. The originator of the freight is known to me and I am satisfied that the contents are as stated and safe for carriage;

OR

the originator of the freight is known to me and, to the best of my knowledge, the contents are safe for carriage.

AND

2. The goods have been protected during storage and transportation used at all stages of transit has been secured.

Signature: .....

Date: .....

**RECOMMENDED PRACTICE 1630**

**Attachment 'A'**

**(Forwarding Agent's Letterhead)  
SECURITY DECLARATION**

Air Waybill No.: .....

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1. The originator of the freight is known to me and I am satisfied that the contents are as stated and safe for carriage;

AND

2. The goods have been secured and protected during all stages of storage and transportation.

Signature: .....

Date: .....

**RECOMMENDED PRACTICE 1630****Attachment 'B'****GUIDELINES FOR THE PRACTICAL IMPLEMENTATION OF RECOMMENDED PRACTICE 1630****1. AIRLINE PROCEDURES**

Cargo may be tendered for carriage by another airline, a forwarder, or a direct shipper. If the cargo is tendered by a "known shipper or regulated agent", as defined in this Recommended Practice it can be accepted. If not:

- 1.1 obtain a signature from whoever delivers the cargo against a positive identification;
- 1.2 check that all documentation is in order;
- 1.3 submit the cargo to appropriate screening procedures. (This may be simply a check of outer packaging, a visual check of contents or even X-ray);
- 1.4 reconcile the cargo with its documents, particularly by its characteristics and appearance as well as number of pieces and weight;
- 1.5 submit the cargo to further security checks as required.

It is recommended that airlines do not accept consolidations from forwarders, unless they are "known shippers or regulated agents" according to the definition.

**2. FORWARDERS PROCEDURES**

Cargo may be tendered for carriage by another forwarder (co-loading), an airline (break-bulk for reconsolidation), or a shipper. If the cargo is tendered by a "known shipper or regulated agent", it can be accepted. If not, items 1 to 4 outlined above under Airline Procedures should be applied. Item 5 will also apply, but this will be carrier-specific and will vary according to the chosen carrier.

It is recommended that forwarders do not provide booking details to shippers, unless they are "known shippers or regulated agents" according to the definition of this Recommended Practice.

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It is recommended that forwarders do not provide booking details to shippers, unless they are "known shippers or regulated agents" according to the definition of this Recommended Practice.

1. Cargo tendered by a known shipper, known consignor or regulated agent, as defined in this Recommended Practice can be accepted provided:

- 1.1 the identity of the person delivering the cargo is verified;
- 1.2 a check is undertaken that all documentation is in order;
- 1.3 the cargo is reconciled with its documents, particularly by its characteristics and appearance as well as number of pieces and weight;
- 1.4 cargo tendered by another air carrier may be accepted provided it has been subjected to all security controls required by the appropriate authority(s).

The following additional requirements apply in all other cases:

- 1.5 submit the cargo to appropriate screening procedures;
- 1.6 submit the cargo to further security checks as required;
- 1.7 booking details should not be provided to shippers, unless they are known shippers, known consignors or regulated agents according to the definitions contained in this Recommended Practice.