



Cargo Border Management Capacity Building Catalogue





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Glossary

Appropriate Authority for civil aviation

The authority designed by a State within its administration to be responsible for the development, implementation and maintenance of the national civil aviation security Program. – *ICAO*

Authorized Economic Operator (AEO)

Party involved in the international movement of goods in whatever function that has been approved by or on behalf of a national Customs administration as complying with WCO or equivalent supply chain security standards. AEOs may include manufacturers, importers, exporters, brokers, carriers, consolidators, intermediaries, ports, airports, terminal operators, warehouses, distributors and freight forwarders. – *WCO SAFE Framework of Standards*

Aviation security

Safeguarding civil aviation against acts of unlawful interference. This objective is achieved by a combination of measures of human and material resources. – *ICAO*

Aviation Security Program

A program consisting of requirements and/or standards adopted for the purpose of safeguarding international civil aviation against acts of unlawful interference. The Security Program of an operator is compliant with the requirements of applicable civil aviation security authorities in the State of the operator and States where operations are conducted. – *IATA*

Best practice

A strategy, process, approach, method, tool or technique that is generally recognized as being effective in helping an operator to achieve operational objectives. – *IATA*

Guidance material

Information that serves to clarify the meaning and intent of standards, best practices and recommended practices. Guidance material may also specify examples or acceptable means of achieving conformity. – *IATA*

Known Consignor (KC)

A consignor who originates cargo and / or mail for its own account and whose procedures meet common security rules and standards sufficient to allow the carriage of cargo and mail on any aircraft. – *ICAO Annex 17*

National Civil Aviation Security Program (NCASP)

The written measures adopted by a State to safeguard against acts of unlawful interference; including regulations, practices and procedures that take into account safety, regularity and efficiency of flights. – *IATA*

Regulated Agent (RA)

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 and mail. – *ICAO Annex 17*

Risk management

Risk management is the systematic application of management procedures and practices which provide Customs with the necessary information to address movements or consignments which present a risk. – *WCO SAFE Framework of Standards*

Standard Operating Procedure (SOP)

Written instructions intended to document how to perform a routine activity. – *IATA*

Threat and Risk Audit Matrix (TRAM)

IATA's TRAM and associated tools provide assistance to air cargo stakeholders to identify, calculate threat and risk while providing guidance to redefine mitigation strategies. – *IATA*

World Trade Organisations Trade Facilitation Agreement (TFA)

Assessments and recommendations that seek to identify the state of implementation of the TFA and highlighting provisions and procedures requiring further intervention to maximise cross border trade, thus maximising opportunities to drive up revenue streams for States and operators. – *IATA*



About IATA



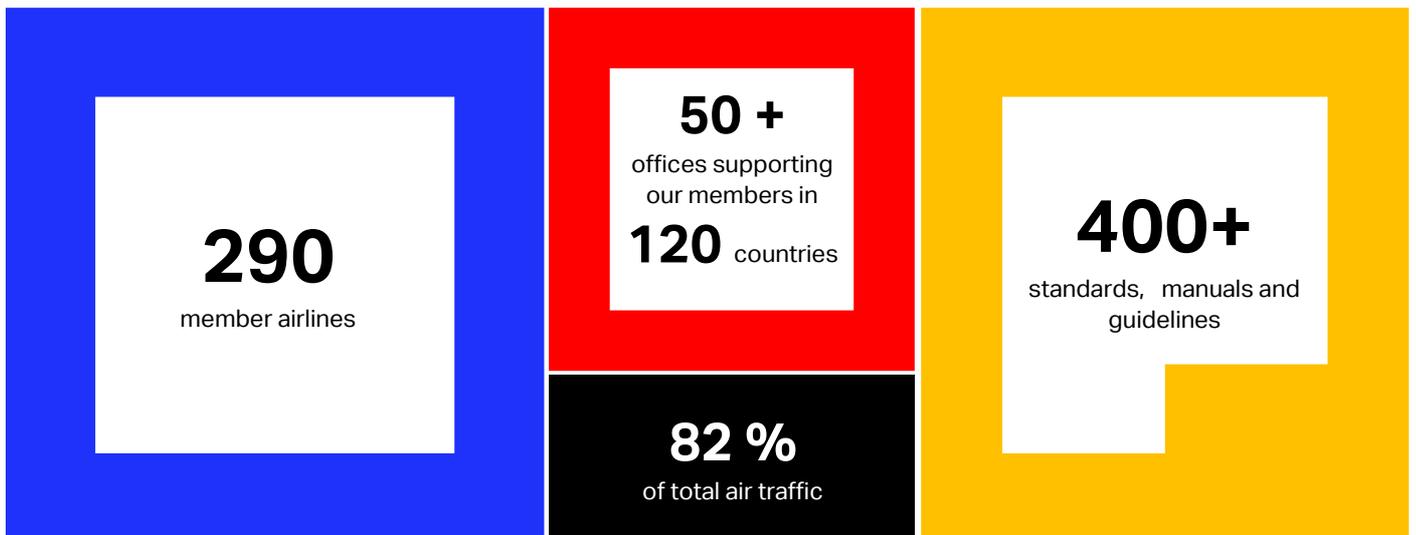
IATA, the international Air Transport Association, is the trade association of the world's international airline industry.

IATA is a Canadian charter not-for-profit organization. From 57 founding members in 1945, IATA now represents some 290 airlines in 120 countries. Carrying 82% of the world's air traffic, IATA members include the world's leading passenger and cargo airlines.

In a fast-changing aviation world, where privatization, alliances and increased competition are global realities, airlines still need to cooperate in order to offer a seamless product of the highest possible standard. Much of that cooperation is expressed through IATA, whose vision is **"To be the force for value creation and innovation driving a safe, secure and profitable air transport industry that sustainably connect and enriches our world"**.

IATA strives to ensure that people, freight and mail move around the global airline network as easily as if they were on a single airline in a single country, and that members' aircraft operate safely, securely, efficiently and economically under clearly defined and understood rules.

"Our mission: To represent, lead and serve the air transport industry"





IATA Cargo Border Management Capacity Building

IATA Cargo Border Management (CBM) Capacity Building delivers – on a commercial basis – tailor-made consultancy and capacity building solutions to airports, airlines, Civil Aviation Authorities, governments, service providers and aviation professionals around the world.

IATA CBM Capacity building team plays a leading role to support regulators and industry stakeholders in facing new global threats and challenges, simplifying the business and improving security, safety, profitability and efficiency.

“We bring expertise, deliver high quality and impactful advice”

Our Expertise

Many of the projects undertaken by IATA CBM Capacity Building are directly related to cargo border management matters and comprise the following:

- Assistance with the formulation of policies and regulations;
- Assessment of compliance with secure supply chain and related regimes (e.g. International Civil Aviation Organization (ICAO) Regulated Agent & Known Consignor programs, World Trade Organization (WTO) Trade Facilitation Agreement (TFA), World Customs Organization (WCO) SAFE Framework of Standards/ Authorized Economic Operator (AEO) program);
- Cargo security risk assessment and risk management support, in addition to and / or supported by on-site gap and vulnerability analysis, via the delivery of on-site in-company bespoke [TRAM](#) workshops; and
- Development and delivery of CBM related trainings and awareness workshops

Our consultants use international standards, the most accurate data, products and expert resources to provide cost-efficient solutions and in-depth knowledge of CBM related standards and recommended practices (from ICAO, WCO, WTO, IATA) together with information on emerging trends and best practices.

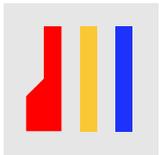




Our Consulting Services

We offer a broad range of services to both public and private cargo stakeholders to comply with national / international standards and best practices as well as certification requirements. Additionally, we can assist and facilitate the transition to electronic data processing and management.

Regulatory support



Package of consulting services developed for **Government authorities and air cargo supply chain stakeholders** to ensure compliance with international and national regulations.

Compliance Program



A set of assessment tools, guidance materials and templates for **air cargo supply chain players** to assist entities in their preparation to pass air cargo security and customs certifications.

Design and delivery of trainings



Provision of cargo border management related training materials, delivery of training and educational workshops for **all industry actors, including State Authorities.**

Our Methodology

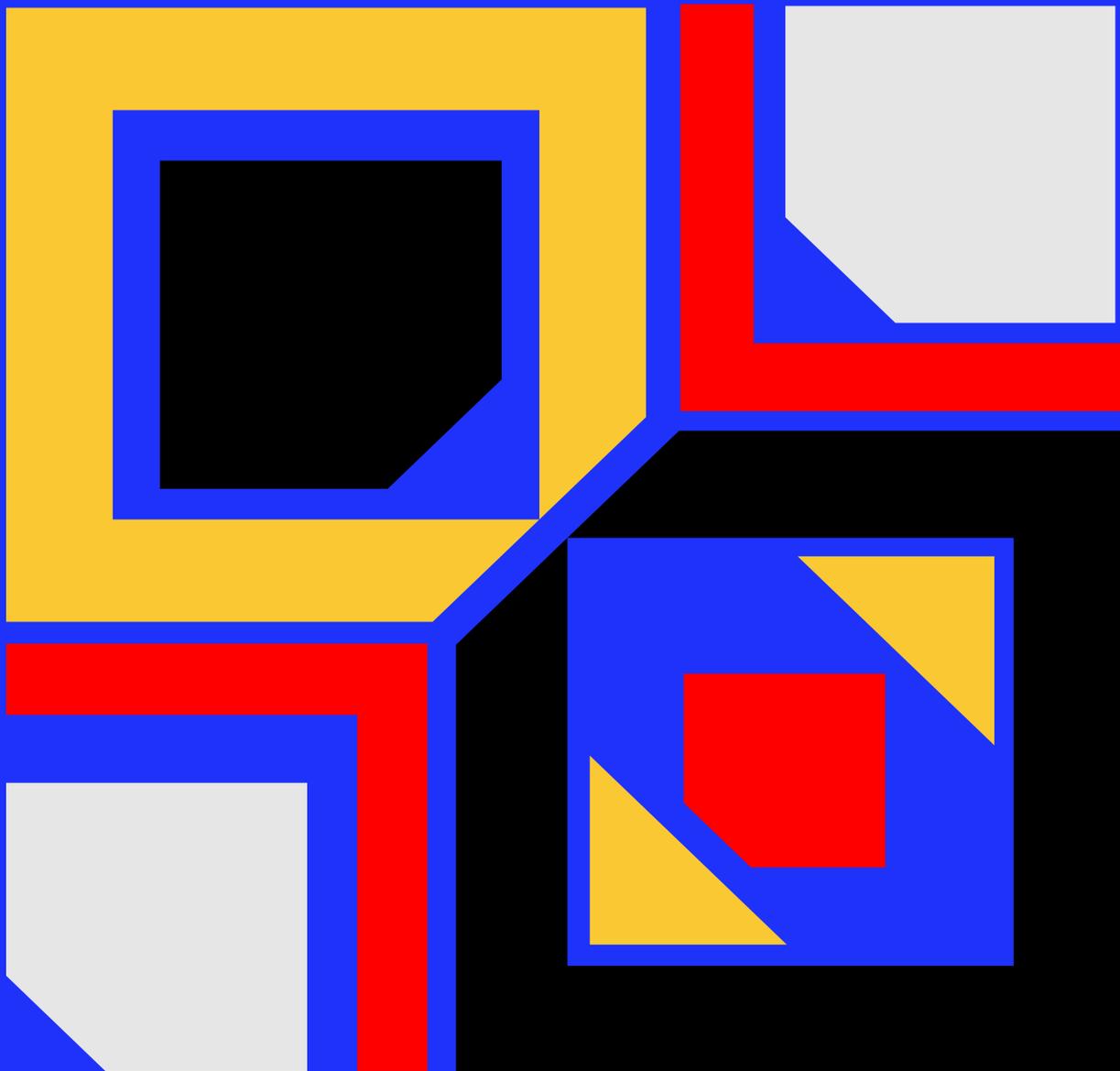
IATA Capacity Building team has developed a consulting methodology tailored to the specific needs of our clients.

- Client meetings at several defined points on the project to review and evaluate project deliverables;
- A customized work program designed to complete and finalize all stages and elements within an agreed overall work schedule;
- A project management structure designed to facilitate timely and transparent point-to-contact with the project manager and the customer to ensure the project is delivered in an efficient, effective and highly collaborative manner.

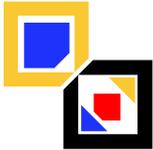
Cargo Security

Expertise – Commitment - Insight

Securing the supply chain is critical in facilitating the efficient and secure movement of air cargo and mail. Threats to aviation, including air cargo, continue to evolve. As a result, many governments, international agencies and independent aviation stakeholders are striving to enhance and develop effective security procedures and processes.



Secure Supply Chain Program



IATA has developed a cargo security capacity building package to assist States in their development and implementation of secure supply chain programs and meet the requirements of **the ICAO Annex 17 to the Chicago Convention and other regulatory regimes** through the creation of templates, documents, best practices and processes.

The Secure Supply Chain Program is available to States that are seeking to implement substantial, long-term cargo security improvements. This program provides air cargo security consultancy support in respect to the following deliverables:

- **Regulatory**

Review of National Civil Aviation Security Program (NCASP) with gap analysis against the ICAO Annex 17 and associated document (ICAO Aviation Security Manual Document 8973)

Sharing of best practices to assist in the State-wide implementation of a secure supply chain regime

Drafting of a proposed National Supply Chain Security Program (NSCSP), either as a stand-alone document or as part of the NCASP

- **Operations**

Site visit assessments to key stakeholders pre-identified by the appropriate authority (cargo security assessments of premises, processes and procedures)

On-site gap and vulnerability analysis

Mapping and detailed analysis of the current national air cargo supply chain process (handover process)

Drafting of an enhanced air cargo secure supply chain process in compliance with international standards

- **Training / education**

Provision of bespoke educational materials related to supply chain security

Delivery of bespoke supply chain security awareness workshops

For whom



✓ **Civil Aviation Authorities and other governmental authorities**

What we do



Regulatory Support



Gap analysis and recovery plan



On site assessments



Vulnerability assessments



Process mapping



Training / workshop design and delivery

Regulated Agent and Known Consignor Compliance Programs



The Regulated Agent (RA) and Known Consignor (KC) Programs are specifically addressed to air cargo supply chain stakeholders wishing to prepare for the validation of the Regulated Agent or Known Consignor accreditation.

The RA and KC Compliance Program is a tailor-made program which ensures the prospective Regulated Agent or Known Consignor's application, documents, processes and procedures are done in accordance with the relevant national regulatory framework.

The CBM Capacity Building team provides the following consulting services:

- **Readiness evaluation**

Readiness check-up performed to evaluate the Prospective RA / KC preparedness level to achieve accreditation

Delivery of correction action plan

- **Document evaluation and corrective actions**

Review of the applicant's security program and other relevant documentary records to identify missing, incomplete or deficient documentation

Review of the applicant's existing RA or KC Program and drafting of proposed RA or KC Program and related documentation

- **Operations evaluation and corrective actions**

Site visit assessment of prospective RA / KC operations and support facilities (e.g. special cargo handling operations) for which the certificate is applied¹

Delivery of site visit findings report which highlights deficiencies along with recommendations for corrective actions

On-site gap and vulnerability analysis

Sharing of best practices and templates

- **Training / education**

Delivery of bespoke security awareness workshops with provision of security awareness educational materials

For whom



- ✓ **Aircraft Operator**
- ✓ **Freight Forwarder**
- ✓ **Airport Operator**
- ✓ **Haulier / Trucking**
- ✓ **Shipper**

What we do



Regulatory Support



Gap analysis and recovery plan



On site assessments



Vulnerability assessments



Process mapping



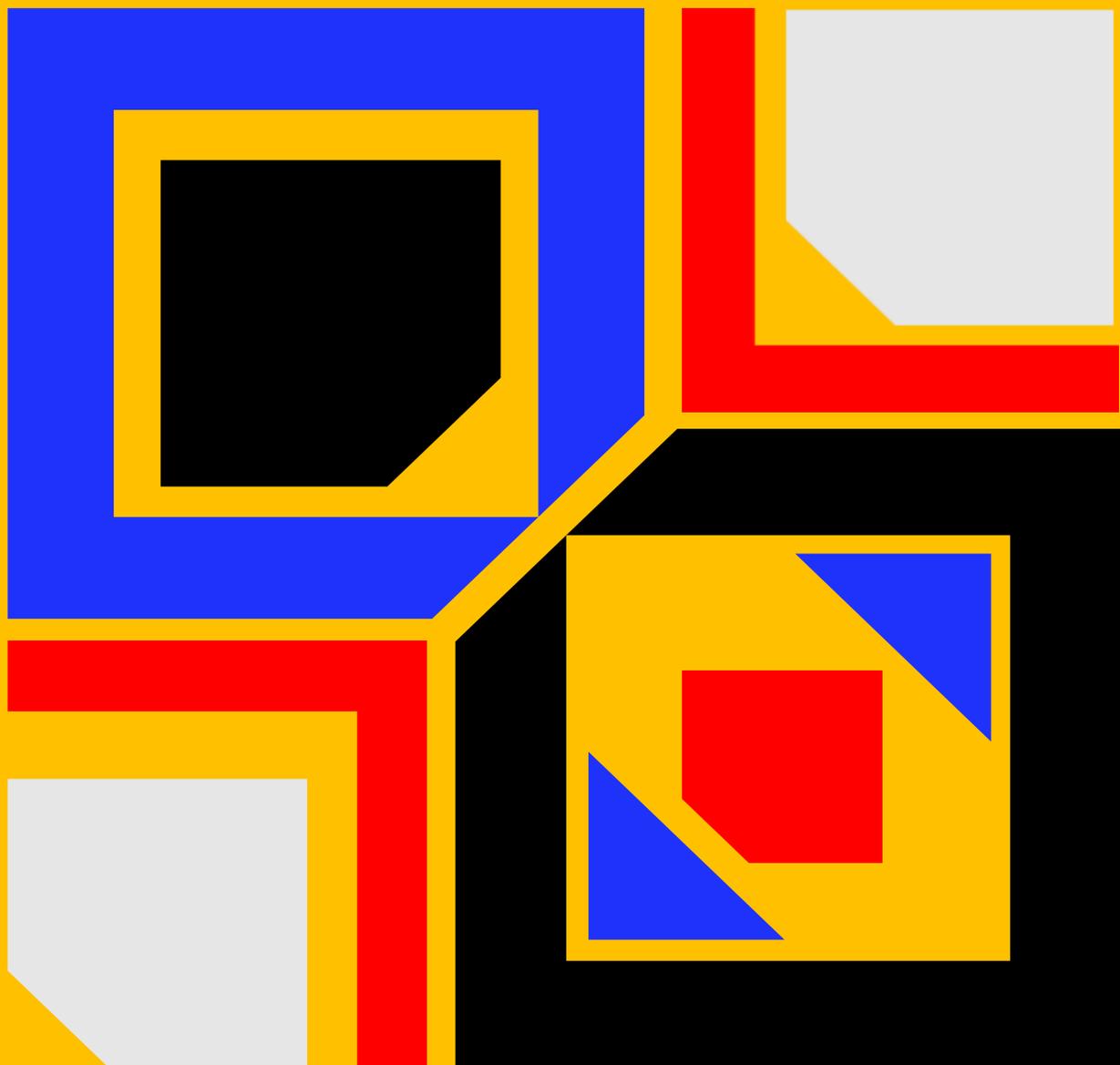
Training / workshop design and delivery

¹ RA and KC accreditations are site specific

Trade Facilitation

Expertise – Commitment – Insight

Many countries are yet to implement, or fully implement, international conventions, agreements, procedures and standards to automate, coordinate or integrate their border controls which would ultimately streamline and simplify border procedures. As a result, States and air cargo stakeholders are confronted with a variety of inefficiencies, delays and unnecessary costs, which is particularly prevalent in "Developing Countries" and "Least Developed Countries".



WTO Trade Facilitation Agreement (TFA) Compliance Program



Entered into force on 22 February 2017, the WTO TFA contains provisions to coordinated management in order to expedite the clearance of goods traded across borders; harmonize, simplify and dematerialize documents for customs clearance, risk management, use of information technology, and a better cooperation with border control agencies, among others.

The CBM Consulting team has developed various capacity building services centered around articles 7, 8 and 10 of the agreement to facilitate a country's compliance with the TFA, commonly through:

- **Health check of compliance with the TFA**

Review of the self-assessment performed by the signatory State to ensure accuracy of categorization and evaluated timeframe

- **Regulatory compliance**

Review of program, processes and procedures to ensure compliance with international standards

- **Airport assessments**

International airports TFA readiness and compliance assessment (IATA airport assessment toolkit)

- **Training / education**

Delivery of bespoke workshops and/or trainings adapted to the customer's needs (refer to section – CBM Consulting / IATA Training Catalogue)

For whom



- ✓ **Customs Authorities**
- ✓ **International Airport**
- ✓ **Governmental Trade Agencies**

What we do



Regulatory Support



Gap analysis and recovery plan



On site assessments

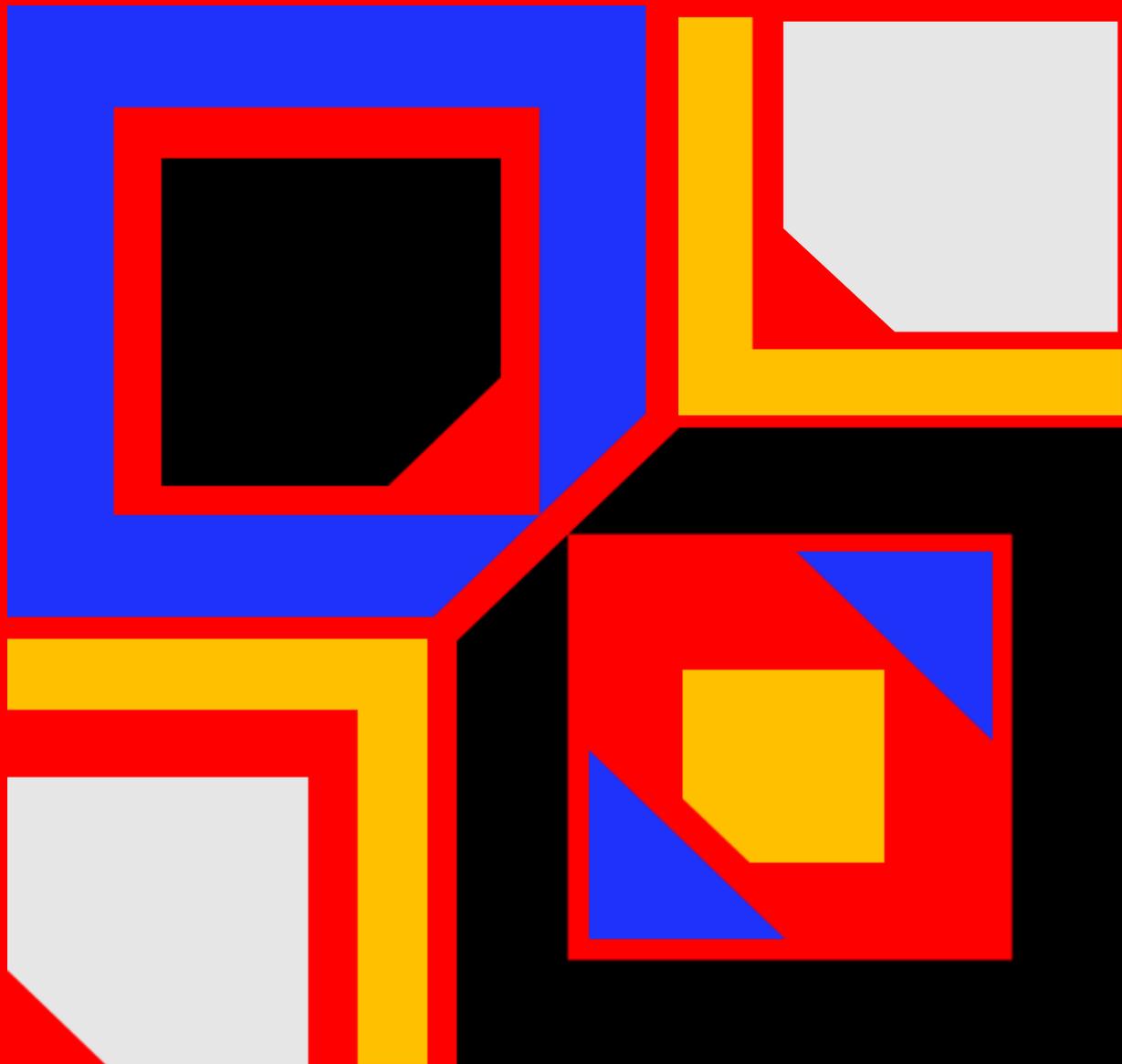


Training / workshop design and delivery

Customs

Expertise – Commitment – Insight

With the WCO SAFE Framework of Standards to secure and facilitate global trade, customs authorities are striving to secure and facilitate the transportation and transit of goods. The WCO SAFE Framework includes provisions which aim at facilitating partnerships between air cargo supply chain actors (government entities and private sector), harmonized advance electronic information and enabling a widespread implementation of the Authorized Economic Operator (AEO) concept, among others.





WCO Authorized Economic Operator Compliance Program



Pillar 2 of the WCO SAFE Framework of Standards (Customs-to-Business partnership) highlights the Authorized Economic Operator concept which primary mission, certifies business partners who demonstrate evidence of applying robust and consistent security measures throughout their supply chain.

Sharing many similarities with the ICAO Known Consignor and Regulated Agent programs, the AEO program serves to secure freight from end to end within the supply chain.

The AEO Compliance Program is a tailor-made program which ensures the prospective AEO's application, documents, processes and procedures are done in accordance with their national AEO Program. The IATA Consulting uses the WCO SAFE framework which provides the cornerstone principles of the concept and will adapt services based on the requirements set by the respective national AEO programs.

The CBM Capacity Building team provides the following consulting services:

- **Readiness evaluation**

Readiness check-up performed to evaluate the Prospective AEO preparedness level to achieve accreditation.

- **Document evaluation and corrective actions**

Review of the prospective AEO's security manual, processes and procedures along with a gap analysis report and proposed action plan

- **Operations evaluation and corrective actions**

Site visit assessment of prospective AEO operations and support facilities

Delivery of site visit findings report which highlights deficiencies along with recommendations for corrective action measures

- **Training / education**

Provision of bespoke security awareness educational materials

Delivery of bespoke security awareness workshop

Trainings on-demand (refer to section - CBM Consulting and ITDI Training Catalogue)

For whom



- ✓ **Manufacturer**
- ✓ **Exporter / Importer / Customs Agent**
- ✓ **Freight Forwarder**
- ✓ **Aircraft Operator**

What we do?



Regulatory Support



Gap analysis and recovery plan



On site assessments



Process mapping



Training / workshop design and delivery

IATA Training Catalogue – Cargo Border Management





IATA CBM Consulting / IATA Training courses are designed by industry experts and updated regularly to ensure we provide our air cargo stakeholders with the most valid and relevant information.

Learning Methods

The variety of courses and learning methods available through IATA means that students and organizations can choose the combination of subjects that is right for them.

Developed and provided by industry experts, IATA's courses meet rigorous quality standards.

Classroom format

Attending an IATA Training Center course represents a great reward for employees. The classroom approach comes with several benefits, including meeting with professionals in your field and from around the world, direct interaction with an experienced instructor, and tailored training facilities.

In-house training

In-house training is a great way for companies to engage employees. This cost-effective alternative to IATA instructor led classroom training can be delivered to groups of five or more at any location. In-house trainings facilitate the rapid transfer of skills to an entire team and can offer savings on considerable travel and training costs.

e-learning

E-learning is a popular form of self-study and allows a student's training to be aligned with the work schedule. Textbooks or their electronic equivalent are used – most courses are tablet friendly – with the exam taken online or at one of IATA's 100 – plus examination locations worldwide.

"Dynamic and innovative cargo border management related training solutions will prepare you for the transition to digital processes, new entrants to the market, and the implementation of best practice."



Security

[Air Cargo Security \(classroom / 5 days / IATA Certificate\)](#)

Deepen your knowledge in air cargo security and prepare your business to meet the latest cargo security regulations. Learn common industry practices and how to apply them in your operations using hands-on simulations and exercises.

- Course content
 - Regulatory authorities and the enforcement of air cargo laws
 - Commonly used cargo and handling terms
 - Regulated Agent concept
 - Cargo security risk assessment throughout the supply chain
 - Improvised Explosive Devices (IEDs) and concealed weapons recognition
 - Cargo terminal access control
-

[Cargo Security Awareness \(e-learning / 160-200 hours of study / IATA Certificate\)](#)

Build necessary awareness, understand the regulations and basic principles of security in an air cargo environment.

- Course content
 - Threat to aviation and introduction to cargo security
 - Mail security
 - Crime prevention
 - Recognition and management of threats
 - Human factor in cargo security
-

[Security X-ray screening Operations \(classroom / 4 days / European Union Commission \(EC\) compliant certification\)](#)

Certify your staff for airport baggage, cargo, and mail facility screening according to European Commission regulations. This course provides a solid foundation for new recruits to complement on-the-job training.

- Course content
 - Regulations
 - X-ray screening equipment and methods
 - Cargo and mail screening techniques
 - Health and safety using detection technology
 - Identification of weapons and IEDs in an x-ray



X-ray screening refresher – Cargo screening

(e-learning / 6 modules to be completed in 6 months / EC compliant certification)

Maintain and improve the screening skills of your employees using IATA's online x-ray simulator platform. This online simulation course meets the requirements of the European Union (EU) Commission regulations No 2015/1998, requiring persons operating x-ray or EDS equipment to be subject to recurrent training consisting of monthly image recognition training and testing.

- Course content
 - X-ray image interpretation
 - Threat recognition – type of threat
 - Threat recognition in complex images
-

Security audit and quality control (classroom / 5 days / IATA Certificate)

Learn the essential airline and airport security audit requirements in ICAO Annex 17. Gain the skills to conduct compliant audits and quality control across multiple security segments.

- Course content
 - Aviation security background and legislation
 - Audit programs
 - Evaluation of security needs and vulnerabilities (security surveys)
 - Auditing security segments (airport, passenger, cargo, operations, baggage, human factors)
 - Security management systems (SeMS)
-

Security risk and crisis management (classroom / 5 days / IATA Certificate)

Learn to address security vulnerabilities in your organization and handle the aftermath of a crisis. Improve your understanding of risk management and understand how to prepare a risk assessment of your organization by correctly assessing and quantifying threat.

- Course content
 - Risk assessment findings reporting
 - Evaluating aviation security countermeasures
 - Vulnerability identification and assessment
 - Crisis management planning
 - Communication skills
 - Resource management



Document dematerialization, digitalization

[e-cargo business process and standards \(classroom / 4 days / IATA Certificate\)](#)

Develop experience in e-business processes and standards with insights on the latest development in e-cargo standard electronic messaging, and e-air waybill business rules.

- Course content
 - E-freight
 - E-air waybill (AAWB)
 - E-cargo business processes and standards
 - Technology to support e-cargo
 - IATA Message Improvement Program (MIP)
-

[Cargo XML Messaging and standards \(classroom / 3 days / IATA Certificate\)](#)

Learn how to implement Cargo XML (CXML) messaging and improve electronic communications.

- Course content
 - Cargo business processes and stakeholder's interaction
 - Cargo XML electronic message structure
 - CXML schema
 - Implementation of CXML messages
 - Conversation between CXML and CIMP messages
 - CXML compliance with customs Cargo Advance Information (ACI) and e-cargo initiatives (e-AWB, e-freight, e-CSD)
-

Special Cargo handling: standards and procedures

[Perishable cargo logistics management \(classroom / 3 days / IATA Certificate\)](#)

Develop expertise on IATA's Perishable Cargo Regulations (PCR), explore the Hazard Analysis Critical Control Point (HACCP) methodology and learn how to use IATA's CEIV Fresh (Center of Excellence for Independent Validators) audit checklist.

- Course content
 - Government and airline regulations
 - Documentation and labelling
 - Perishable handling procedures
 - Damage, claims and tracking
 - CEIV fresh audit checklist



Dangerous goods management and regulatory updates (classroom / 2 days / IATA Certificate)

High level overview of the management of Dangerous Goods (DG) for cargo and passengers. Review of the regulatory framework principles, the classification of hazardous materials and assess the associated safety risks related to the transportation of dangerous goods by air.

- Course content
 - Safety risks and hazardous materials
 - DG regulatory framework
 - Classification of hazardous materials
 - DG in the operational environment
 - Risk assessment & risk management
 - Human factors and training requirements

Contact us

The IATA CBM Capacity Building Team will be happy to further discuss your needs and develop tailor-made products and services.

The logo consists of a blue square with a white square in the center. The text "IATA Cargo Border Management" is centered within the white square.

**IATA Cargo Border
Management**

The graphic is a yellow square with a blue diagonal corner in the bottom right. The email address "cbm@iata.org" is centered in the yellow area, and the website "www.iata.org" is written in white on the blue diagonal.

cbm@iata.org

www.iata.org