

**PART 109**  
**REGULATED AGENT**

This part of Jordanian Civil Aviation Regulations is hereby adopted under the authority and provisions of the Civil Aviation Law No. 41 dated 2007 and its amendments.



**Capt. Haitham Misto**  
**Chief Commissioner/CEO**  
**Civil Aviation Regulatory Commission**





**Subpart A — General**

- [109.1 Applicability](#)
- [109.3 Definitions](#)
- [109.5 Scope](#)
- [109.7 Requirement for certificate](#)
- [109.9 Application for certificate](#)
- [109.11 Issuance and renewal of regulated agent certificate](#)
- [109.13 Privileges of certificate holder](#)
- [109.15 Duration of certificate](#)
- [109.17 Renewal of certificate](#)
- [109.19-109.49 Reserved](#)

**Subpart B – Certification requirements**

- [109.51 Personnel requirements](#)
- [109.53 Facility requirements.](#)
- [109.55 Cargo and mail security control procedures](#)
- [109.57 Screening procedures](#)
- [109.59 Authorization procedures](#)
- [109.61 Procedures and register for a known consignor](#)
- [109.63 Training of personnel](#)
- [109.65 Cargo security incident](#)
- [109.67 Records](#)
- [109.69 Internal Quality Assurance](#)
- [109.71 Organization exposition](#)
- [109.73-109.99 Reserved](#)

**Subpart C- Operational requirements**

- [109.101 Continued compliance](#)
- [109.103 Suspend or remove name of known consignor from register](#)
- [109.105 Changes to certificate holder's organization](#)
- [109.107 Persons to issue declaration of security](#)
- [109.109 Entry to access controlled area](#)

**Appendix A - Declaration of Security**

**Appendix B - Screening Standards**

**Appendix C - Training Standards**

**Appendix D - Model Outline of a Regulated Agent Security Program**

**Appendix E- Steps To Obtain A Regulated Agent Certificate (RAC)**

**APPENDIX -F Regulated Agent Declaration of commitments**

**APPENDIX -G Regulated Agent Consignment Security Declaration**

**CARC form 25-0003 Certification of regulated agents**

**CARC form 25-0004 Renewal of certificate of regulated agents**

## Subpart -A

### General

#### 109.1 Applicability.

(a) This Part prescribes provisions governing the certification and operation of an organization providing the services of a regulated air cargo and or mail agent that is required to be accompanied by a declaration of security for carriage by air on passenger commercial aircraft and all cargo aircraft.

(b) In this Part, any requirement relating to cargo or mail for carriage by air only relates to cargo or mail that is intended for carriage by air on passenger commercial aircraft and all cargo aircraft.

#### 109.3 Definitions.

*Acts of unlawful interference:* These are acts or attempted acts such as to jeopardize the safety of civil aviation and air transport, i.e.:

- Unlawful seizure of aircraft ,
- Hostage-taking on board aircraft or on aerodromes,
- Forcible intrusion on board an aircraft, at an airport or on the premises of an aeronautical facility,
- Introduction on board an aircraft or at an airport of a weapon or hazardous device or material intended for criminal purposes,

-Communication of false information such as to jeopardize the safety of an aircraft in flight or on the ground, of passengers, crew, ground personnel or the general public, at an airport or on the premises of a civil aviation facility.

***Aircraft Stand:*** A designated area on an apron intended to be used for parking an aircraft.

***Airport Operator:*** A person that operates an airport serving an aircraft operator or a foreign air carrier required to have a security program under the NCASP.

***Airport Security Program:*** A security program approved by CARC under the NCASP.

***Airside Waiting Area:*** Space between the departures concourse and air-side exits from the passenger building.

***Appropriate Authority for Security:*** The authority designated by a State within its administration to be responsible for the development, implementation and maintenance of the national civil aviation security program.

***Approved:*** Unless used with reference to another person, means approved by CARC.

***Authorized Item:*** An item authorized either by:

-An aerodrome operator to be taken into the Restricted Area or Controlled Areas of his aerodrome; or

- An aircraft operator to be taken on board one or more of his aircraft; or
- A security approved regulated agent to be taken into his premises.

***Authorized Person:*** A person authorized either by:

- An aerodrome operator to enter the Restricted Area(s) or Controlled Areas of his aerodrome on the basis of a valid aerodrome pass or other valid pass or recognized travel document approved by the Authority for such access; or
- An aircraft operator to board one or more of his aircraft at an aerodrome specified by him through the issue of a valid pass or recognized travel document approved by the Authority for such access; or
- A security approved regulated agent to enter his or his agents premises through the issue of a valid pass approved by the Authority for such access; or
- Statutory authority.

***Authorized Vehicle:*** Any vehicle authorized by the Authority to operate within a Restricted Area(s), Controlled Area or other areas through the issue of a valid pass.

***Aircraft security check:*** An inspection of the interior of an aircraft to which passengers may have had access and an inspection of the hold for the purposes of discovering suspicious objects, weapons, explosives or other dangerous devices, articles and substances.

***Aircraft security search:*** A thorough inspection of the interior and exterior of the aircraft for the purpose of discovering suspicious objects, weapons, explosives or other dangerous devices, articles or substances.

***Airside:*** The movement area of an airport, adjacent terrain and buildings or portions thereof, access to which is controlled.

***Background Check:*** A check of a person's identity and previous experience, including where legally permissible, any criminal history as part of the assessment of an individual's suitability to implement a security control and/or for unescorted access to a security restricted area.

***Baggage Container:*** A receptacle in which baggage is loaded for conveyance in aircraft.

***Baggage Sorting Area:*** Space in which departure baggage is sorted into flight loads.

***Baggage Storage Area:*** Space in which checked hold baggage is stored pending transport to aircraft and space in which mishandled baggage may be held until forwarded, claimed or otherwise disposed of.

***Bomb Alert:*** A status of alert, put in place by competent authorities to activate an intervention plan intended to counter the possible consequences arising from a communicated threat, anonymous or otherwise, or arising from the discovery of a suspect device or other suspect item on an aircraft, at an airport or in any civil aviation facilities.

***Bomb Threat:*** A communicated threat, anonymous or otherwise, which suggests, or infers, whether true or false that the safety of an aircraft in flight or on the ground, or any airport or civil aviation facility or any person may be in danger from an explosive or other item or device.

***Background check:*** A check of a person's identity and previous experience, including where legally permissible, any criminal history, as part of the assessment of an individual's suitability to implement a security control and/or for unescorted access to a security restricted area.

***Bludgeons:*** Blackjacks, Billy clubs, or similar instruments.

***Explosives/Ammunition:*** any type of explosives, ammunition, incendiaries, or fireworks, whether commercially manufactured, homemade, or any combination of these components.

***Cargo:*** Any Property tendered for air transportation, including unaccompanied baggage, accounted for on an air waybill. All accompanied commercial courier consignments, whether or not accounted for on an air waybill, are also classified as cargo. Mail, protected diplomatic pouches (which are sealed and the person presenting the pouch has an official document indicating his/her status and the number of pieces constituting the diplomatic pouch), and carrier company material (COMAT) are not considered cargo under this security manual.

***Cargo Area:*** All the ground space and facilities provided for cargo handlings. It includes aprons, cargo buildings and warehouses, vehicle parks and roads associated therewith.

***Cargo Building*** : A building through which cargo passes between air and ground transport and in which processing facilities are located, or in which cargo is stored pending transfer to air or ground transport.

***Cargo Customer***: The originator of a consignment of cargo, courier material or mail or an agent employed by the originator to prepare or package a consignment for carriage by air.

***Cargo Handling Company***: A handling company to whom customers or consignors deliver air cargo, courier material or mail for carriage by air.

***Cargo Loading Zone***: Means a temporary demarcated airside zone outside the confines of aerodrome's Restricted Area in which cargo is loaded onto an aircraft for carriage by air. This may be confined to the aircraft and the area immediately adjacent.

***Certification***: A formal evaluation and confirmation by or on behalf of the appropriate authority for aviation security that a person possesses the necessary competences to perform assigned functions to an acceptable level as defined by the appropriate authority.

***Check-In***: The process of reporting to an aircraft operator for acceptance on a particular flight.

***Checked or Hold Baggage***: All baggage other than carry-on baggage.

***Check-in Position***: The location of facilities at which check-in is carried out.

**Consignment:** Means cargo, express freight, courier material and mail.

**Co-Mat.** Abbreviation of air carrier company materials, shipped within its network of stations.

**Co-Mail:** Abbreviation of air carrier company mail, shipped within its network of stations.

**Consignment Security Declaration:** A document signed by a person nominated by a known consignor or regulated agent certifying that the consignment(s) to which the document refers is known cargo which has:

- Been secured in accordance with ICAO Standard 4.5.2. ;
- Been received in a secure condition and has been protected from unauthorized access since being taken into the companies custody.

**Consignor:** For the purposes of aviation security, the consignor or consignor is considered to be:

- The originator of the goods;
- Where the goods are prepared for carriage; or
- Where the goods become identifiable as air cargo.

**Continuous Random Checks:** Checks conducted during the entire period of activity, whilst those checks are to be conducted on a random basis.

**Courier Company:** Means a company, which receives documents, small parcels, cargo and mail from customers for carriage by air.

***Courier Material:*** Means documents or small parcels to be carried on the same conditions as freight or to be carried as hand baggage.

***Courier Service:*** An operation whereby shipments tendered by one or more shippers are transported as the baggage of a courier passenger on board a scheduled airline service under normal passenger checked hold baggage documentation.

***Commercial air transport operation:*** An aircraft operation involving the transport of passengers, cargo or mail for remuneration or hire.

***General aviation operation:*** An aircraft operation other than a commercial air transport operation or an aerial work operation.

***Dangerous Goods:*** Articles or substances which are capable of posing significant risk to health, safety or property when transported by air.

***Directives:*** A legally binding document issued by the Chief Commissioner Civil Aviation, which lays down Jordan's minimum standards for aviation security. They are issued to aerodrome operators, aircraft operators and listed regulated agents.

***Dispensation:*** A formal written exception, normally for a limited period, issued by the CARC, from the need to fulfill a particular requirement of the National Civil Aviation Security Program.

***Explosive Detection System “EDS”:*** A system or combination of different technologies which has the ability to detect, and so to indicate by means of an alarm, explosive material contained in baggage, irrespective of the material from which the bag is made.

***Explosive Device Detection System “EDDS”:*** A system or combination of different technologies which has the ability to detect, and so to indicate by means of an alarm, an explosive device by detecting one or more components of such a device contained in baggage, irrespective of the material from which the bag is made.

***Escort:*** To accompany or monitor the activities of an individual who does not have unescorted access authority into or within a secured area or security identification display area (SIDA).

***Exclusive area:*** Any portion of a secured area, air operations area, or SIDA, including individual access points, for which an aircraft operator or foreign air carrier that has a security program has assumed responsibility under the NCASP.

***Explosive/Incendiary Device:*** Any combination of explosives, incendiaries, or other components which can result in an explosion or fire.

***Facilitation:*** The efficient management of a necessary control process, with the objective to expedite clearance of persons or goods and prevent unnecessary operational delays.

***Firearm:*** Any lethal barreled weapon from which a shot, bullet or missile can be discharged using a propellant It also includes all toys, imitation or replica firearms.

***Gases and Chemical Agents:*** Tear gas, mace, and similar chemicals and gases, whether in a pistol, canister or other container.

***Human Factors principles:*** Principles which apply to design, certification, training, operations and maintenance and which seek safe interface between the human and other system components by proper consideration to human performance.

***Human performance:*** Human capabilities and limitations which have an impact on the safety, security and efficiency of aeronautical operations.

***Hazardous Articles:*** Items that might jeopardize the safety of an aircraft and which are prescribed by the international Civil Aviation Organization Technical Instructions for the Safe Transport of Dangerous Goods by Air.

***Hoax:*** A suspect IED was discovered and Explosive Disposal resources tasked. Investigation of the item explosive disposal experts reveals it to be constructed to resemble a viable IED.

***Hold Baggage:*** Baggage intended for carriage in the hold of an aircraft.

***Hold Baggage Manifest:*** Means a document relating to a particular flight on which is recorded details of each item of hold baggage placed on board the aircraft to be used for that flight.

***Incident:*** Means any act or omission:

-Through which a prohibited article is taken on board an aircraft or into a

Restricted Area; or

-In which an unauthorized person gains access to an aircraft or into a Restricted Area or Controlled Area; or

-Which has in any other way endangered the security and safety of the aviation business.

***Improvised Explosive Device (IED):*** An explosive device placed or fabricated by terrorists or criminals. These devices may incorporate military explosives stores (shells, grenades etc.), but are normally devised from non-military components.

***Integrated Consolidated Cargo:*** A consignment of multi-packages which has been originated by more than one person each of whom has made an agreement for carriage by air with another person other than a scheduled air carrier.

***Integrator:*** Means a company who normally collects express freight from customers for carriage by air on, either its own or chartered express-freight-only aircraft and by other commercial carriers.

***Known and Unknown Cargo:***

The term known cargo means:

- A consignment of air cargo from a known consignor or a regulated agent to which the appropriate security controls have been applied; or
- A consignment of unknown cargo which has subsequently been subjected to appropriate security controls.
- A consignment can therefore only be classed as “known cargo” when it is originating from an approved source (known consignor) or by being subjected to active screening or searching.
- Consignments received from non-regulated agents must therefore, be treated as unknown cargo; and

-have appropriate security measures applied, that is screened or searched prior to being transported by air.

***Known Consignor:***

**-For Cargo.** The origin at or of property for transportation by air for his own account and who has established business with a regulated agent or air carrier on the basis of criteria detailed in the Regulations;

**-For Mail.** The origin at or of mail for transportation by air for his own account and who has established business with a regulated postal authority/administration.

***Knives:*** sabers, swords, hunting knives, and other cutting instruments which are considered dangerous.

***Mail:*** Dispatches of correspondence and other objects tendered by and intended for delivery to postal administrations.

***Non -Consolidated Consignment:*** A consignment from one customer, either sent directly to the aircraft operator or arriving through a freight forwarder.

***Non-restricted Area:*** Areas of an airport to which the public have access or to which access is otherwise unrestricted.

***Other Dangerous Articles:*** Such items as ice picks, straight razors, elongated scissors, even though not commonly thought of as deadly or dangerous

weapons, but which could be used as a weapon, including toy or “dummy” weapons or grenades.

***Off-airport Processing Facilities:*** A passenger or cargo transport link terminal at an urban population centre at which processing facilities are provided.

***Permits:*** Cards or other documentation issued to individual persons employed on airports or who otherwise have need for authorized access to airports or to any restricted part(s) thereof, for the purposes of facilitating access and identifying the individual and includes vehicle documentation issued for similar purposes. Permits are sometimes referred to as airport identity cards or passes.

***Prohibited Article:*** An object which can be used to commit an act of unlawful interference and that has not been properly declared and subjected to the applicable laws and regulations. An indicative list of such prohibited articles is found in the Attachment.

**PEDS:** Primary Explosive Detection System. A system or combination of different technologies which has the ability to detect, and so to indicate by means of an alarm, explosive material contained in baggage, irrespective of the material from which the bag is made

**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 or mail.

**Regulated agent's Security Program.:** A written statement, which details all security measures, which are required to be implemented by the regulated agent in fulfilling his responsibilities under the National Civil Aviation Security Program.

**Risk:** "The probability that an attack will be attempted and will be successful".

**Threat and Vulnerability:** An estimate of the probability that an attack will be attempted and will succeed.

**Screening:** The application of technical or other means which are intended to identify and/or detect weapons, explosives or other dangerous devices, articles or substances which may be used to commit an act of unlawful interference Access controlled, in relation to a particular area, means an area that is secured in a manner that prevents the entry of any unauthorized person.

**Scanning.** Means using technological means, other than x-ray equipment, to assist in the detection of prohibited articles.

**Searching:** Using human, technological or other means to detect prohibited articles.

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

**Security Audit:** An in-depth compliance examination of all aspects of the implementation of the national civil aviation security program.

**Security Control:** A means by which the introduction of weapons, explosives or other dangerous devices which may be utilized to commit an act of unlawful interference can be prevented.

**Security Equipment:** Devices of a specialized nature for use, individually or as part of a system, in the prevention or detection of acts of unlawful interference with civil aviation and its facilities.

**Security Identification Display Area (SIDA):** A portion of an airport security program, in which security measures specified in this chapter are carried out. This area includes the secured area and may include other areas of the airport.

**Security Personnel.** Those employees or agents of an aerodrome, airline or listed regulated agent, whose duties include the performance of a security function.

**Security Program:** Measures adopted to safeguard international civil aviation against acts of unlawful interference.

***Security Inspection:*** An examination of the implementation of relevant national civil aviation security program requirements by an airline, airport, or other entity involved in security.

***Security Test:*** A covert or overt trial of an aviation security measure which simulates an attempt to commit an unlawful act.

***Security Restricted Area:*** Those areas of the airside of an airport which are identified as priority risk areas where in addition to access control, other security controls are applied. Such areas will normally include, inter alia, all commercial aviation passenger departure areas between the screening check point and the aircraft, the ramp, baggage makeup areas, including those where aircraft are being brought into service and screened baggage and cargo are present, cargo sheds, mail centers, airside catering and aircraft cleaning premises.

***Segregation:*** Means the physical separation of persons, baggage and other items, which have been searched to different standards.

**Shipper:** The person or entity that originates and tenders cargo for air transportation, excluding air carriers and indirect air carriers.

**Special Security and Protection Unit:** A military unit of the Jordanian Army specially trained for combating acts of unlawful interference including guarding Jordanian Airports, premises, Jordanian Aircraft, passenger screening, access control, CCTV monitoring and certified AM duties.

**Sterile Area.** That area between any passenger inspection/screening station and aircraft into which access is strictly controlled (also known as Security Restricted Area).

**Stores:** Articles of a readily consumable nature for use or sale on board an aircraft during flight, including commissary supplies.

**Suspect Consignment:** Means any consignment containing any suspicious signs that cannot be resolved.

**Suspicious Signs:** Means indications suggesting that a consignment may contain a prohibited article.

**Tamper evident:** Means affixing a cover, seal or other means to a consignment of cargo or aircraft such as should indicate that the consignment or aircraft has been interfered with since the affixing of such.

**Terminal:** The main building or group of buildings where the processing of commercial passengers and freight and the boarding of aircraft occurs.

***Trace Detection Equipment:*** Technology system or combination of different technologies which has the ability to detect very small amounts (1/billion of a gram), and so to indicate by means of an alarm, explosive materials contained in baggage, or other articles subjected for analysis.

***Unescorted Access Authority:*** means the authority granted by an airport operator, an aircraft operator, foreign air carrier, or airport tenant under the NCASP, to individuals to gain entry to, and the presence without an escort in, secured areas of airports.

*Unknown Consignor:* Any other consigner that defend as a known consigner.

*Weapons or Dangerous Articles:* The following guidelines are furnished in making a reasonable determination of what personal property of a passenger should be considered as a weapon or a dangerous article

### **109.5 Scope .**

A regulated agent shall provide security controls that are required or accepted by CARC for aviation security with respect to cargo and mail, which may include the screening of cargo and mail in accordance with requirements outlined in the National Civil Aviation Security program (NCASP) and the provision of appropriate security awareness training to staff members of the agent. To this end , a written regulated agent security program , indicating how cargo and mail are processed and submitted to security measures , shall be required to be submitted for review and approval by CARC a model outline of a regulated agent security Program is provided in Appendix D.

### **109.7 Requirement for certificate.**

(a) No organization shall exercise the functions of a regulated agent unless such an organization holds a regulated agent certificate issued by CARC under this Regulation.

(b) CARC issues a regulated agent certificate to an organization applying for such a certificate if CARC is satisfied that such organization:

- (1) Is competent, having regard to all of the following, its previous conduct, experience, equipment, facilities, organization, staffing, training, quality assurance system and other arrangements to provide such services specified in the certificate and for the services so specified; and
  - (2) Holds a regulated agent security program that has been approved by CARC.
- (c) The security program shall specify the practices of procedures to be followed for the purposes of minimizing danger to aircraft, passengers and cargo, which shall include but not limited to:
- (1) The objectives of the security program;
  - (2) The officer responsible for the implementation of the program;
  - (3) The regulated agent's security organization structure including duties and responsibilities of each post;
  - (4) The points of contact with CARC, special security and protection unit, air operators and airport operators;
  - (5) The physical characteristics of the premises that is to be used for the processing of cargo and mail;
  - (6) The procedures for security and access control;
  - (7) The details of security equipment;
  - (8) The cargo and mail acceptance procedures;
  - (9) The cargo and mail screening and searching procedures;

- (10) The security training programs for the organization;
  - (11) The contingency plans;
  - (12) The minimum security requirements for the packing, storage, transportation and delivery of consignments;
  - (13) The minimum laid down procedures for the identification and verification of shippers and details to be recorded about them;
  - (14) The minimum requirements for the physical protection and safekeeping of consignments held in custody prior to delivery;
  - (15) The quality assurance systems; and
  - (16) Any other information necessary for the safe and effective operations of the regulated agent.
- (d) CARC authorized inspectors shall carry out monitoring and enforcement the effective application of the aviation security practices and procedures provided in the regulated agent's security program in accordance with the NCASP.

### 109.9 Application for certificate

(a) An applicant for the issuance of a regulated agent certificate must complete form CARC Form 273 and submit it to the CARC along with the 'Declaration of commitments - regulated agent'. This declaration shall be signed by the applicant's legal representative or by the person responsible for security.

(b) To be eligible for regulated agent intending to perform air cargo and or mail functions must be:

(1) The regulated agent shall be registered in the Hashemite Kingdom of Jordan according to the applicable Companies Law, and

(2) Shall be insured to cover liability in case of accident or incident, in particular in respect of cargo, mail and third party insurance referring to JCAR 213.87f.

(3) The applicant's exposition required under provision 109.71

(c) The applicant shall submit a security program to CARC. The program shall describe the methods and procedures which are to be followed by the agent in order to comply with the requirements of this part.

(d) CARC may at any time in accordance with NCASP and JCAR Part 109 , disqualifications, or suspension or revocation regulated agent designation as follow:

- (1) Disqualification-my result from an inability to meet the requirements for a regulated agent at the application phase, and failure to maintain or implement security measures or procedures required by CARC after administrative warning or fines have imposed;
- (2) Suspension-my result from a short-term in ability to implement security controls required by CARC or a voluntary request by an entity to suspend its designation for a specified period or permanently; and
- (3) Revocation-may result from continuous violations of national requirement or the entity's approved regulated agent security program, or the entity may no longer be involved in the handling processing or storage of air cargo.

**109.11 Issuance of regulated agent certificate.**

The regulated agent certificate shall not be issued unless CARC is satisfied that:

- (a) The applicant meets the requirements of this part; and
- (b) Issuing the certificate is not contrary to the interests of aviation safety or security.
- (c) A proof of payment of applicable charges.

**109.13 Privileges of certificate holder.**

A regulated agent certificate authorizes the holder to act as regulated air cargo and or mail agent to issue a declaration of security for carriage by air on passenger commercial aircraft and all cargo aircraft.

**109.15 Duration of certificate.**

(a) A regulated agent certificate is valid for a maximum period of two years.

(b) A regulated agent certificate remains in force until it expires or is suspended or revoked.

**109.17 Renewal of certificate.**

An application for the renewal of a regulated agent certificate must be submitted to CARC, not less than 30 days before the certificate expiry date.

**109.19 Delegation of Authority**

CARC may at any time delegate its authority and power in accordance with the Jordanian Civil Aviation Law No. 41, 2007 to designated regulated agent to oversee and approve the known consigner and each regulated agent given a unique number from CARC.

**109.21-109.49 Reserved.**

**Subpart- B**  
**Certification Requirements**

**109.51 Personnel Requirements.**

- (a) An applicant for a regulated agent certificate must employ, contract:
- (1) A senior person, identified as the Accountable manager, who:
    - (i) Has the authority within the organization to ensure that every activity undertaken by the organizations financed and carried out to meet applicable operational requirements; and
    - (ii) Is responsible for ensuring that the organization complies with the requirements of this Part; and
  - (2) A senior person or persons responsible to the Accountable manager for ensuring that the organization complies with its exposition; and
  - (3) Sufficient personnel to implement the cargo and mail security control procedures detailed in the NCASP and in the approved Regulated Agent security program.
- (b) An applicant for issuance of a regulated agent certificate must establish procedures for assessing and maintaining the competence of those personnel who are authorized to carry out work relating to security control for cargo or mail as specified in the applicant's exposition.



**109.53 Facility Requirements.**

An applicant for the issuance of a regulated agent certificate must provide facilities that are appropriate for the following activities as applicable:

- (a) Receiving, and applying security controls to, cargo or mail from a person who is not a known consignor
- (b) Receiving a consignment of cargo or mail from a known consignor and checking the consignment and associated documentation.
- (c) Storing a consignment of cargo or mail that has undergone the required security controls in an access controlled area to protect the consignment from tampering.
- (d) Delivering a consignment of cargo or mail from the air cargo agent's access controlled storage area to the air operator, including a means to ensure that the consignment is not tampered with.

**109.55 Cargo and mail security control procedures**

- (a) An applicant for the issuance of a regulated agent certificate must establish security control procedures for ensuring that:
  - (1) Every consignment of cargo or mail that is accepted by the regulated agent for carriage by air from a person who is not a known consignor has security controls applied to it in order to prevent any weapon, explosive, or other dangerous device, article or substance that

may be used to commit an act of unlawful interference being carried in the consignment; and

(2) Every consignment of cargo or mail that is accepted by the regulated agent for carriage by air from a known consignor is:

(i) Accompanied by a statement of content; and

(ii) Checked to ensure that the consignment has not been tampered with; and

(3) The statement of content required under paragraph (2) for each consignment of cargo or mail is checked to ensure that:

(i) The consignment of cargo or mail does not contain any weapon, explosive, or other dangerous device, article or substance that may be used to commit an act of unlawful interference unless it meets the Technical Instructions as per ICAO doc. 9284 and applicable JCARs ; and

(ii) The statement of content is identified as originating from the known consignor; and

(4) Every consignment of cargo or mail that is accepted by the regulated agent and has had security controls applied to it under paragraphs (1), or (2) and (3) is held in an access controlled area until the consignment leaves the access controlled area for delivery to the air operator who is to carry the consignment on the air operator's aircraft; and

(5) Every consignment of cargo or mail that is delivered to an air operator for carriage on the operator's aircraft is:

(i) Accompanied by a declaration of security that meets the requirements of Appendix A.1 and is signed by a person who is authorized in accordance with provision 109.59 to sign the declaration of security; and

(ii) Protected from any act of tampering from the time of the consignment leaves the regulated agent's access controlled area until the time that the consignment is accepted by the air operator.

(b) A person who is to implement any of the security control procedures required by paragraph (a) must be appropriately trained, and hold an appropriate authorization issued in accordance with provision 109.59.

(c) Regulated Agent shall not receive under any circumstances any consignment containing dangerous goods unless:

(1) The consignment is forwarded from a certified freight forwarder of dangerous goods holding a valid license issued by CARC

(2) The consignment is packed, labeled and marked in accordance with the dangerous goods(ICAO&IATA Technical instructions) identification and classification as per the test report.

(3) The consignment has a declaration for dangerous goods (test Report) issued and stamped only by Royal Scientific Society (RSS)

- (4) The shipper's declaration for dangerous goods is fully accurately filled and signed by the shipper and approved by RSS

**109.57 Screening procedures.**

(a) An applicant for the issuance of a regulated agent certificate who intends to screen cargo or mail as part of the security control procedures required under provision 109.55 must establish procedures for screening in accordance with Appendix B.

(b) The procedures required under paragraph (a) must:

(1) Identify, and be applicable to, the particular screening method to be used; and

(2) Detail the processes that must be followed by the person carrying out the screening; and

(3) Require that every person must be appropriately authorized in accordance with provision 109.59 for the particular screening method; and

(4) Include a program and procedures for periodically testing the screening method, including the persons performing the screening; and

(5) For screening methods that use technical equipment, include a maintenance program for the equipment, including if applicable, procedures to periodically test the integrity of the screening equipment; and

(6) Include a process for assessing the significance of a screening method failure and the actions to be taken regarding the effect that the failure may have on cargo that has already been screened

### **109.59 Authorization procedures.**

(a) An applicant for the issuance of a regulated agent certificate must establish procedures for the issue of an authorization to every person who carries out any of the following security control functions that are applicable to the applicant's proposed activities:

(1) Screening cargo or mail in accordance with the procedures required under provision 109.57.

(2) Applying the security control procedures required under the provision of 109.55(a)(1) to cargo or mail that is accepted from a person who is not a known consignor .

(3) Checking a consignment of cargo or mail, and statement of content received from a known consignor in accordance with the security control procedures required by provision 109.55(a)(2) and(a)(3).

(4) Accessing a consignment of cargo or mail that is held in the applicant's access controlled area referred to in provision 109.55(a)(4).

(5) Issuing a declaration of security that is required by provision 109.55(a)(5)(i) for each consignment of cargo or mail.

(6) Delivering a consignment of cargo or mail that is accompanied by a declaration of security, but is not being transported in a 'tamper evident' manner to the air operator in accordance with the security control procedures required by provision 109.55(a)(5)(ii).

(7) Implementing the known consignor procedures required under provision 109.61(a) and entering details of the known consignor into the known consignor register required under provision 109.61(c).

(b) An applicant for the issuance of a regulated agent certificate must establish procedures for the issue of an authorization to every person who enters an access controlled area, other than those provided for under the provision of 109.109(2).

(c) The procedures required by paragraphs (a) and (b) must include the Following:

(1) An authorization must not be issued to a person unless:

(i) The person has been granted a favorable security check determination by the Accountable manager.

(ii) For an authorization issued under paragraph (a), the person has been appropriately trained in accordance with the regulated agent's training programmed that is required under provision 109.63; and

(iii) For an authorization issued under paragraph (a), the person has been assessed as competent, in accordance with the regulated agent's training program required under provision 109.63, to carry out the security control functions for which the authorization is intended; and

(iv) For an authorization issued under paragraph (b), the person has a knowledge of security requirements for air cargo.

(2) Every authorization must be in writing and must include:

(i) The name of the person to whom the authorization is issued;  
and

(ii) The security control function or other function that the person is authorized to perform; and

(iii) The expiry date of the authorization:

(3) An authorization must not be issued for a period of more than 2 years:

(4) An authorization must not be reissued to a person unless the requirements of paragraphs (1), (2) and (3) are complied with.

**109.61 Procedures and register for a known consignor.**

(a) An applicant for the issuance of a regulated agent certificate who intends to accept cargo or mail for carriage by air from a known consignor must establish procedures for ensuring that:

(1) The known consignor has a knowledge of security matters that relate to the carriage of the known consignor's cargo or mail by air; and

(2) The known consignor has appropriate systems and procedures in place for ensuring that:

(i) Only the intended items of cargo or mail are contained in the customer's consignment of cargo or mail that is forwarded to the applicant's organization for carriage by air; and

(ii) Every consignment of cargo or mail that is forwarded to the applicant's organization is accompanied by a statement of content that can be identified as originating from the known consignor; and

(iii) Every consignment of cargo or mail that is forwarded to the applicant's organization is protected in a manner that enables the applicant's organization to readily identify whether the consignment has been tampered with; and

(iv) The cargo or mail is not tampered with when sent by the known consignor to the applicant's organization.

(b) The procedures required under paragraph (a) must include the means for the applicant's organization to ensure that the requirements under paragraph (a) continue to be met.

(c) An applicant for the issuance of a regulated agent certificate who intends to accept consignments of cargo or mail for carriage by air from a known consignor in accordance with the procedures required by paragraph (a) must establish a register of known consignors and record for each known consignor :

(1) The consignor's current name (and/or business name if appropriate):

(2) The current name and details of the principal contact person:

(3) The consignor's current address, and applicable facsimile, e-mail and telephone numbers.

**109.63 Training of personnel.**

(a) An applicant for the issuance of a regulated agent certificate must establish a training program for ensuring that:

(1) Every person who has access to a consignment of cargo or mail that has been accepted by the applicant's organization for carriage by air has the appropriate training in the security control procedures for the storage and transportation of the consignments; and

(2) Every person who carries out a security control function in relation to cargo or mail that is accepted by the applicant's organization for carriage by air is appropriately trained and assessed as competent to carry out the security control function.

(b) The training program required under paragraph (a) must contain:

(1) Applicable segments for :

(i) Initial training; and

(ii) Recurrent training; and

(iii) Competency assessment; and

(2) Syllabi for each applicable security control function and segment of training.

(c) The training program required by paragraph (a) must ensure that every person who is required to be trained undertakes the recurrent training segment of the training program at an interval of not more than two years.

(d) The training program for a person who carries out a security control function that includes screening must include the standards prescribed in Appendix C.

(e) Regulated agent shall ensure that all staff who are engaged in cargo handling and cargo screening are subjected to the required initial and recurrent dangerous goods , to a depth sufficient to ensure that an awareness is gained of the hazards associated with dangerous goods training identifications and recognitions of dangerous goods and the requirements applied to the carriage of such goods.

These dangerous goods training requirements, shall be in accordance with IATA dangerous goods regulations CAT 12.

### **109.65 Air cargo and mail security incident.**

An applicant for the issuance of a regulated agent certificate must establish procedures:

(a) For notifying, investigating and reporting, any cargo and/or mail security incident that is associated with the applicant's activities, in accordance with National security program , and

(b) For implementing corrective actions to eliminate the cause of a cargo and/or mail security incident and prevent its recurrence.

### **109.67 Records.**

(a) An applicant for the issuance of a regulated agent certificate must establish procedures for identifying, collecting, indexing, storing, maintaining, and disposing of the records that are necessary to provide an accurate record for:

- (1) Every consignment of cargo or mail that is delivered under the authority of a declaration of security to an air operator for carriage by air, including a copy of the declaration; and
- (2) Every person who is required under provision 109.63 to be trained, including details of each segment of training that is undertaken; and
- (3) Every person who is issued with a written authorization under provision 109.59, including details of the person's training and competency assessment, authorization, and the security check determination required under provision 109.59(c)(1)(i); and
- (4) Every known consignor who is entered in the register required by provision 109.61(c), including details of continued compliance as required by provision 109.61(b); and
- (5) Every investigation relating to a cargo security incident investigation carried out under provision 109.65; and
- (6) Every internal quality assurance review that is carried out under provision 109.69.

(b) The records required under paragraph (a) must be:

- (1) Accurate, legible and of a permanent nature; and
- (2) In the interest of aviation security:

- (i) For records required by paragraphs (a)(2) and (3), retained for a period of 2 years from the date that the affected person ceases to work for or be associated with the regulated agent; and
- (ii) For a statement of content or declaration of security, retained for at least 31 days unless required by the CARC for a longer period for the purposes of a security incident investigation.

### **109.69 Internal Quality Assurance.**

(a) An applicant for the issuance of a regulated agent certificate must establish an internal quality assurance system for ensuring compliance with, and the adequacy of, the procedures required under this Part.

(b) The internal quality assurance system must include but not limited to:

(1) A security policy and security policy procedures, including corrective action procedures for eliminating the cause of any cargo security incident that is investigated under provision 109.65 to prevent a recurrence; and

(2) A procedure for ensuring that quality indicators including rates of security control breaches, and personnel and consignor feedback, are monitored to identify existing problems or potential causes of problems within the internal quality assurance system; and

(3) A procedure for corrective action for ensuring that a problem that has been identified within the internal quality assurance system is corrected; and

(4) A procedure for preventive action for ensuring that a potential cause of a problem that has been identified within the internal quality assurance system is remedied; and

(5) An internal audit program for the applicant's organization for ensuring conformity with the procedures in the applicant's exposition and to achieve the goals set out in the security policy; and

(6) Management review procedures, that include the use of statistical analysis if appropriate, to ensure the continuing suitability and effectiveness of the internal quality assurance system in satisfying the requirements of this Part.

(c) The senior person who is responsible for internal quality assurance must have direct access to the Accountable manager on matters affecting the security of cargo or mail for carriage by air.

#### **109.71 Organization Exposition.**

(a) An applicant for the issuance of a regulated agent certificate must submit to the CARC for acceptance, an exposition containing:

(1) A statement signed by the Accountable manager on behalf of the applicant's organization confirming that:

- (i) The exposition defines the organization and demonstrates its means and methods for ensuring ongoing compliance with this Part; and
  - (ii) The exposition, and every associated manual, and operating, and security control procedure, must be complied with by the organization's personnel at all times; and
- (2) The titles and *names* of the senior person or persons referred to in provision 109.51(a)(1) and (2); and
- (3) The duties and responsibilities of the senior person or persons referred to in paragraph (2), including matters for which they have responsibility to deal directly with the CARC on behalf of the organization; and
- (4) An organization chart showing lines of responsibility of the senior persons referred to in paragraph (2) and covering each location referred to in paragraph (6); and
- (5) A summary of the organization's staffing structure at each location referred to in paragraph (6); and
- (6) A summary of the scope of activities at each location where the organization's personnel are based for carrying out security control functions relating to cargo and mail; and
- (7) A summary of the facilities provided at each location referred to in paragraph (6) that meets the requirements of provision 109.53; and

(8) The detailed procedures required under provision 109.69 regarding internal quality assurance; and

(9) The detailed procedures, or an outline of the procedures including information that identifies the documentation that contains the detailed procedures, that are required under:

(i) Provision 109.51(b) regarding the competence of personnel; and

(ii) Provision 109.55(a)(1) regarding the acceptance and application of security controls to cargo or mail received from a person who is not a known consignor; and

(iii) Provision 109.55(a)(2) and (3) regarding the acceptance of consignments of cargo or mail from a known consignor; and

(iv) Provision 109.55(a)(4) regarding the holding of a consignment of cargo or mail in an access controlled area; and

(v) Provision 109.55(a)(5)(i) regarding the provision of a declaration of security for a consignment of cargo or mail that is delivered to an air operator; and

(vi) Provision 109.55(a)(5)(ii) regarding the protection of a consignment of cargo or mail from an act of tampering during the delivery of the consignment to the air operator; and

(vii) Provision 109.57 regarding the screening of cargo or mail;  
and

(viii) Provision 109.59 regarding the issue of an authorization to  
personnel; and

(ix) Provision 109.61 regarding the requirements for a known  
consignor; and

(x) Provision 109.63 regarding the training program; and

(xi) Provision 109.65(1) regarding the notification, investigation  
and reporting of a cargo security incident; and

(xii) Provision 109.65(2) regarding the implementation of a  
corrective action to eliminate the cause of a cargo security  
incident and prevent its recurrence; and

(xiii) Provision 109.67 regarding the identification, collection,  
indexing, storage, maintenance and disposal of records; and

(10) Details of procedures for:

(i) Controlling, amending, and distributing the exposition; and

(ii) Ensuring that the exposition meets the applicable  
requirements of this Part; and

(iii) Ensuring that the CARC is provided with a copy of every amendment to the exposition as soon as practical after the amendment is incorporated into the exposition.

(b) The exposition must remain acceptable to the CARC.

**109.73-109.99 Reserved.**

**Subpart- C**  
**Operational requirements**

**109.101 Continued compliance.**

The holder of a regulated agent certificate must:

(a) Continue to meet the standards and comply with the requirements of Subpart B prescribed for certification under this Part; and

(b) Comply with every procedure referred to in the certificate holder's exposition; and

(c) Hold at least one complete and current copy of the certificate holder's exposition at each location where a senior person is based; and

(d) Make each applicable part of the certificate holder's exposition available to personnel who require those parts to carry out their duties; and

- (e) Maintain the register of known consignors with current information for each of the certificate holder's known consignors; and
- (f) Suspend or remove the name of a known consignor from the certificate holder's register of known consignors if so requested in writing by CARC subject to provision 109.103,; and
- (g) Notify CARC in writing of any change of offices address, telephone number, or facsimile number within before change; and
- (h) Ensure that a person does not perform a security control function under the authority of the holder's certificate unless the person holds an appropriate authorization issued in accordance with the procedures required under provision 109.59.

**109.103 Suspend or remove name of known consignor from register.**

(a) Subject to paragraph (c), CARC may request in writing that the holder of a regulated agent certificate suspend or remove the name of a known consignor from the certificate holder's register of known consignor, if the CARC is satisfied that:

- (1) The known consignor has failed to comply with:
  - (i) A requirement relating to the cargo and security control procedures required by provision 109.55(a)(2), or (3); or
  - (ii) A requirement relating to the procedures and register for known consignors required by provision 109.61; and

(2) It is in the interest of aviation security to suspend or remove the name of the known consignor.

(b) The suspension or removal of the name of a known consignor from the certificate holder's register of known consignors may be for a period specified by CARC or until CARC is satisfied that every requirement that the consignor failed to comply with is met.

(c) Subject to paragraph (d), before requesting the suspension or removal of a known consignor's name under paragraph (a), CARC must, if CARC proposes to take into account any information that is or may be prejudicial to the known consignor, disclose the information to the known consignor, and allow the known consignor to refute or comment on it, within 30 days of disclosing the information.

(d) The CARC is not required to disclose information:

(1) Which may endanger the safety of any person:

(2) Which is not in the interest of aviation security, if disclosed.

**109.105 Changes to certificate holder's organization.**

(a) Subject to paragraph (b), the holder of a regulated agent certificate must:

(1) Ensure that its exposition is amended as required, to remain a current description of the certificate holder's organization, and air cargo security services; and

(2) Ensure that any amendment made to its exposition meets the applicable requirements of this Part; and

(3) Comply with the exposition amendment procedure contained in its exposition; and

(4) Provide the CARC with a copy of each amendment to its exposition, as soon as practicable after the amendment is incorporated into the exposition; and

(5) Make such amendments to its exposition as the CARC may consider necessary in the interests of aviation security.

(b) If the holder of a regulated agent certificate changes, or proposes to change, any of the following, the certificate holder must notify the CARC prior to the change or as soon as practicable if prior notification is not possible, and the change must be accepted by the CARC, including applicable fit and proper person criteria, before being incorporated into the certificate holder's exposition:

(1) The person identified as the Accountable manager:

- (2) The title or name of any senior person specified in the exposition as required by provision 109.71(a)(2):
  - (3) The cargo and mail security procedures required by provision 109.55:
  - (4) The screening procedures required by provision 109.57:
  - (5) The authorization procedures required by provision 109.59:
  - (6) The procedures for a known consignor required by provision 109.61:
  - (7) The internal quality assurance procedures required by provision 109.69.
- (c) The CARC may impose conditions under which the holder of the regulated agent certificate may operate during or following any of the changes specified in paragraph (b).
- (d) The holder of an air cargo agent certificate must comply with any condition imposed by the CARC under paragraph (c).
- (e) If any of the changes under paragraph (b) requires an amendment to the air cargo agent certificate, the certificate holder must forward the certificate to the CARC as soon as practicable for endorsement of the changes.

**109.107 Persons to issue declaration of security.**

A person must not issue a declaration of security to an air operator for a consignment of cargo or mail to which this Part applies unless:

(1) The person holds a valid written authorization from the holder of a regulated agent certificate to issue the declaration; and

(2) The person issues the declaration of security:

(i) Under the authority of the regulated agent certificate; and

(ii) In accordance with the certificate holder's procedures for issuing the declaration; and

(3) The consignment of cargo or mail has been subjected to the security control procedures detailed in the certificate holder's exposition.

### **109.109 Entry to access controlled area.**

The holder of a regulated agent certificate must not permit a person to enter, and a person must not enter an access controlled area unless:

(1) The person holds a valid written authorization issued in accordance with the procedures required under provision 109.59(b); or

(2) The person is accompanied by a person who holds an authorization referred to in paragraph (1).

**A.1 Declaration of security**

A declaration of security must relate to a particular consignment of cargo or mail and include the following information:

- (1) the identity of the regulated air cargo agent under whose certificate the declaration is issued:
- (2) the destination of the consignment:
- (3) the identity of the air operator to whom the consignment is delivered:
- (4) the date that the consignment is delivered to the air operator:
- (5) a declaration that the consignment has been subjected to the security controls specified both in Civil Aviation Regulations Part 109 and in the regulated air cargo agent's exposition and these have not detected any weapon, explosive, or other dangerous goods except for those listed under paragraph (8):
- (6) the identity of the person who is authorized to issue the declaration, by name and signature:
- (7) an acknowledgement that a false declaration is an offence:
- (8) a list of any weapon, explosive or other dangerous good contained within the consignment.

**Appendix B — Screening Standards****B.1 Screening methods**

(a) Cargo or mail that is screened or is required to be screened may be screened by use of one or more of the following methods:

- (1) conventional x-ray equipment:
  - (2) advanced technology x-ray explosives detection system (ATEDS):
  - (3) explosive trace detection (ETD) systems:
  - (4) explosive detection dogs:
  - (5) computed tomography:
  - (6) physical inspection:
  - (7) any other screening technology or method acceptable to the CARC.
- (b) Screening equipment must be situated in an access controlled area.

**B.2 Periodic testing**

(a) Every method of screening must be subject to periodic testing using a test piece to ensure the ongoing integrity of the screening process.

(b) A test piece must be:

- (1) appropriate for the particular screening method being tested; and

- (2) representative of an unauthorized article that the screening method is intended to detect; and
  - (3) acceptable to the CARC.
- (c) If a periodic test is intended to test the proficiency of a person performing the screening, the test must be carried out:
- (1) without prior notice to the person who is performing the screening; and
  - (2) by placing the test piece used for the test among other items of cargo or mail being screened; and
  - (3) in a manner that gives the person being tested reasonable opportunity to detect the test piece.

## **Appendix C — Training Standards**

### **C.1 Training**

The training standards shall apply a thorough knowledge of the subject and to exercise sound judgment in situations likely to arise in the course of the person's duties.

These courses and training requirements shall be conducted in accordance with National Civil Aviation Security Programs and other related applicable JCARS.

## **Appendix D — Model Outline of a Regulated Agent Security Program**

### **Guidance to Development of a Regulated Agent Security Program (RASP)**

1. This guidance aims at assisting you to develop your RASP for registration as a Regulated Agent.
2. Cargo agents applying for initial registration as Regulated Agent must provide the CARC with a copy of its RASP upon application.
3. Applicant could refer to the Standardized Cargo Handling Procedures as per JCAR part 140.

#### **1. international obligations and organization**

- Structure and roles of international and regional civil aviation organizations
- Purpose of the various conventions Annex 17 and regulations developed by regional organization.

#### **2. national obligations and responsibilities**

- Relevant appropriate authority ,including the appropriate authority responsible for aviation security
- Legislation, regulations and national civil aviation security program.
- Review of threat and risk assessment.

#### **3. regulated agent security policy and organization**

#### **4. Airport and facility security measures**

**5. Security measures for cargo and mail**

**6. Air cargo screening**

**7. Transportation**

**8. Training and Recruitment of staff**

**9. Contingency Plan**

**10. Incident reporting and follow-up procedures**

- Procedures for reporting an incident.
- Follow-up procedures and corrective action plan.

**11. Company Organization**

- Organization Chart showing the management
- List of key management staff and their contact numbers

**Appendix- E STEPS TO OBTAIN A REGULATED AGENT CERTIFICATE (RAC)****Step-1**

Applicants shall familiarize themselves with Regulated Agent Regulation(JCAR109) as well as the requirements of the National Civil Aviation Security Program (NCASP) **and DG requirements in accordance with IATA and ICAO,**  
( *Aviation Security& facilitation Department, Economy Regulatory, **flight operations standards department***)

**Step-2**

Applicants shall submit a letter of intent that contains information about the goals and reasons of their request, enhanced with information about the owners, management effective control of the company and their nationalities.

**Step-3**

The letter of intent together with the requested above information will be submitted to the CARC to be reviewed either for an initial acceptance or for additional information required or for rejection.

**Step-4**

If the CARC had initially accepted the applicant request, Applicant shall accurately fill out the Regulated Agent application CARC /form NO 273form ensuring that all the required information has been inserted and/or attached.

**Step - 5**

The application together with the required documents shall be submitted to the CARC within 90 days from the date of the applicant's receipt of the CARC initial acceptance, otherwise the initial acceptance shall be considered automatically cancelled. The Chief Commissioner shall have the right to give a single extension for a maximum period of 30 days for a viable reason provided a written request is submitted before the end of the 90 days period. The documents shall be in accordance with the Regulated Agent Regulation plus for the revision process; the application and required documents shall be submitted to CARC in both hard and electronic copies.

**Step – 6**

Applicant shall pay a nonrefundable charges as stated in Part 109 to enable CARC to accept the documents for revision and approvals.(Financial department)

**Step – 7**

If the required documents had been approved by CARC, a site visit will be conducted by CARC assigned committee to insure the fulfillment of JCAR Part 109 and DG requirements. (Aviation Security and facilitation Department, Airports Standard department, Flight operations standard department)

**Step – 8.**

After completing all the requirements for the issuance of a Regulated agent Certificate, the applicant shall be required to provide proof of insurance, any other requirements and the applicable charges paid, thus a RAC will be issued. (Aviation Security and facilitation Department)

## APPENDIX F Regulated Agent Declaration of commitments

We hereby declare that our company applies to register as a Regulated Agent. We agree that once registered as a Regulated Agent, our company is obliged to maintain a Regulated Agent Security Program and comply with the requirements in respect of the Regulated Agent regulation (109) and National Civil aviation Security Program and any directions promulgated by the Civil Aviation Regulatory Commission from time to time. We understand that any failure to comply with the RA requirements by my company will result in my RA registration to become invalid. We also understand that while remaining as a regulated agent, our company will be subject to Quality Control Activities by an authorized personals of the Civil Aviation Regulatory Commission.

Company Name

Date

Signature

Name and Position

APPENDIX -G Regulated Agent Consignment Security Declaration

**CONSIGNMENT SECURITY DECLARATION**

Regulated Entity Category (RA, KC, or AO) and Identifier (of the regulated party issuing the security status)  <b>1</b>		Unique Consignment Identifier (if AWB format is nnn-nnnnnnnn)  <b>2</b>	
Contents of Consignment  <b>3</b>  <input type="checkbox"/> Consolidation			
Origin  <b>4</b>	Destination  <b>5</b>	Transfer/Transit Points (if known)  <b>6</b>	
Security Status  <b>7</b>	Reasons for issuing Security Status		
	Received from (codes)  <b>8</b>	Screening Method (codes)  <b>9</b>	Grounds for Exemption (codes)  <b>10</b>
Other Screening Method(s) (if applicable)  <b>11</b>			
Security Status issued by  <b>12</b>  Name of Person or Employee ID .....		Security Status issued on Date (ddmmyy) ..... Time (tttt) ....  <b>13</b>	
Regulated Entity Category (RA, KC, or AO) and Identifier (of any regulated party who has accepted the security status given to a consignment by another regulated party)  <b>14</b>			
Additional security information  <b>15</b>			

		<h2 style="text-align: center;">نموذج ترخيص وكيل نظامي</h2>	
اسم الشركة المتقدمة بالطلب :		التاريخ :	
الاسم: التوقيع: التاريخ:	<input type="checkbox"/> أوافق <input type="checkbox"/> لا أوافق	مدير أمن وتسهيلات الطيران المدني	
في حال عدم الموافقة بيان السبب:			
الاسم: التوقيع: التاريخ:	<input type="checkbox"/> أوافق <input type="checkbox"/> لا أوافق	مدير سلامة ومقاييس المطارات	
في حال عدم الموافقة بيان السبب:			
الاسم: التوقيع: التاريخ:	<input type="checkbox"/> أوافق <input type="checkbox"/> لا أوافق	مدير مقاييس العمليات الجوية	
في حال عدم الموافقة بيان السبب:			
قرر مجلس المفوضين في جلسته رقم (            ) والمنعقدة بتاريخ (     /     /     ) الموافقة بموجب القرار رقم (            ) رئيس مجلس المفوضين / الرئيس التنفيذي			
الاسم: التوقيع: التاريخ:	<input type="checkbox"/> تم إعطاء الشركة إشعار الاستلام	مديرية أمن وتسهيلات الطيران المدني	
الاسم: التوقيع: التاريخ:	بيان المبلغ <input type="checkbox"/> تم استلام المبلغ المطلوب	مدير الدائرة المالية	

		الاسم: التوقيع: التاريخ:	الرئيس التنفيذي
الاسم: التوقيع: التاريخ:	تم تسليم الرخصة <input type="checkbox"/>		مديرية أمن وتسهيلات الطيران المدني
استلمت أنا الموقع أدناه الرخصة بعد دفع كافة المبالغ المستحقة وحسب التعليمات والأنظمة. اسم مدير الشركة المعنية (أو من يفوضه رسمياً): التوقيع :			
التاريخ:			

		<h2>نموذج تجديد رخصة وكيل نظامي</h2>	
اسم الشركة المتقدمة بالطلب :		التاريخ: _____	
الاسم: _____ التوقيع: _____ التاريخ: _____	<input type="checkbox"/> أوافق <input type="checkbox"/> لا أوافق	مدير أمن وتسهيلات الطيران المدني	
في حال عدم الموافقة بيان السبب:			
الاسم: _____ التوقيع: _____ التاريخ: _____	بيان المبلغ <input type="checkbox"/> تم استلام المبلغ المطلوب	مدير الدائرة المالية	
الاسم: _____ التوقيع: _____ التاريخ: _____	<input type="checkbox"/> أوافق <input type="checkbox"/> لا أوافق	مدير سلامة ومقاييس المطارات	
في حال عدم الموافقة بيان السبب:			
الاسم: _____ التوقيع: _____ التاريخ: _____	<input type="checkbox"/> أوافق <input type="checkbox"/> لا أوافق	مدير مقاييس العمليات الجوية	
في حال عدم الموافقة بيان السبب:			
الاسم: _____ التوقيع: _____ التاريخ: _____	<input type="checkbox"/> تم إعطاء الشركة إشعار الاستلام	مديرية أمن وتسهيلات الطيران المدني	
الاسم: _____ التوقيع: _____ التاريخ: _____	<input type="checkbox"/>	الرئيس التنفيذي	

الاسم: التوقيع: التاريخ:	تم تسليم الرخصة <input type="checkbox"/>	مديرية أمن وتسهيلات الطيران المدني
استلمت أنا الموقع أدناه الرخصة بعد دفع كافة المبالغ المستحقة وحسب التعليمات والأنظمة. اسم مدير الشركة المعنية (أو من يفوضه رسمياً): _____ التوقيع: _____ التاريخ: _____		

-END-