

# SECURITY CONTROLS AND PROGRAMME TO BE APPLIED BY KNOWN CONSIGNORS 2008

## INTRODUCTION

### AIM

The measures shall ensure that the known consignors do not deliver any cargo which has not been submitted to appropriate security controls or screened before being carried on board relevant passenger aircraft.

### APPLICATION

The security controls shall be applied by all known consignors who are handling cargo for carriage by air under an airway bill. These known consignors shall ensure that subcontracted hauliers fully implement these controls when acting on their behalf. However the known consignors remain responsible for compliance with the provisions of the NASP.

The known consignors shall be responsible towards the regulated agents and/or aircraft operators for the implementation of at minimum the security controls and procedures detailed in this section.

### DEFINITION: KNOWN CONSIGNOR

An individual or legal entity who is the originator of cargo for transportation by air for his own account, and who has established business relations with a regulated agent or an aircraft operator.

### DESIGNATION AND LISTING PROCEDURES

In order to be recognised and listed as known consignor, a consignor must satisfy the following conditions:

- a. Fully comply with the obligations of a known consignor as described in the Decree on Aviation Security Controls (DASC);
- b. Sign a known consignor security programme towards all regulated agents and aircraft operators he has business relations with (**Annex A**); and
- c. Submit the original signed known consignor security programme to the regulated agent, who forwards the original document to SPEDLOGSWISS. The provisions of the known consignor security programme apply to all operational sites listed in the programme. This programme shall be regularly updated and any modifications forwarded to the regulated agent or SPEDLOGSWISS.

Once a known consignor security programme is signed by a consignor, it applies to all business relations between the said consignor and the regulated agents operating in Switzerland. The list of known consignors shall be made available to all regulated agents upon request.

## SECURITY CONTROLS

### ACCESS CONTROL TO PREMISES AND KNOWN CARGO

- **Access control:** each known consignor shall ensure that premises used for the preparation and storage of his known cargo shall provide for an adequate protection of known cargo against unauthorised interference. Each known consignor shall ensure that nobody other than duly authorized persons has access to, passes through or remains in the storage and packing areas.
- **Storage of known cargo:** each known consignor shall ensure that prepared consignments of known cargo are held within a secure environment until they are ready for transportation to the regulated agent and/or the aircraft operator. Each known consignor should ensure that all access points to the storage and packing premises are closed and locked when not in use.
- **Protection of known cargo:** where the nature of the cargo allows, it should be made tamper-evident (e.g. packaging, containers, seals, ...).
- **Transport of known cargo by post or railway:** when known cargo is to be transported by the postal entity or by railway (e.g. SBB) it shall be made tamper-evident (e.g. packaging, containers, seals, ...).

**DOCUMENTATION**

The known consignor shall ensure that each consignment of unknown cargo can be properly identified and is accompanied by appropriate documentation identifying it as "unknown cargo" i.e. by a separate document with the statement "security screening required" before being delivered to the regulated agents and/or aircraft operators.

A template of this statement is in **Annex B**.

In case a known consignor will book a consignment of unknown cargo electronically in the reservation system of any aircraft operator, an appropriate remark as i.e. "security screening required" shall be added to the booking order.

**TRANSPORT AND DELIVERY PROCEDURES**

The following security measures shall be applied by the known consignor or his sub-contracted haulier to known cargo during the course of its delivery to the regulated agent and/or aircraft operator :

- Before the cargo is loaded for despatch it shall be checked by a person designated by the known consignor for such a task to ensure it has not been interfered with in any way as might compromise its security.
- The cargo shall be transported to the regulated agent and/or aircraft operator by :
  1. The consignor's own transport facilities;
  2. A haulier whose operating procedures and security measures have been approved by the known consignor or a regulated agent or an aircraft operator;
  3. The regulated agent and/or the aircraft operator own transport facilities.
- Unless all consignments of cargo have been individually secured or made tamper-evident, the cargo compartment of the vehicle shall be secured (e.g. locks) or made tamper-evident (e.g. seals) immediately following completion of loading.
- The vehicle driver has been instructed to identify himself to the regulated agent/operator on arrival by means of:
  - previous announcement of the delivery; and
  - display of the shipper forwarding instructions and/or a delivery slip.
- The driver has been instructed not to leave the vehicle unattended (except to make a delivery, or to present documents for inspection, or in case of an emergency, in which case he shall be required to check the security of the load and integrity of seals on his return to the vehicle and notify the regulated agent/operator as appropriate should he find any evidence of interference).
- The credentials of drivers authorised to deliver known cargo to the regulated agent and/or aircraft operator will be recorded and communicated to the regulated agent and/or operator.
- Delivery by a haulier: when known cargo is delivered by a third party/haulier, the verification has been made to ensure that the haulier signed the "sub-contract haulier declaration on the implementation of security measures to cargo to be carried on board aircraft" (**Annex C**) and implements proper security procedures.

The transportation of consignments may be made subjected at any time on condition that they will be opened after consultation and/or in presence of a representative of the known consignor, screened or subjected to other appropriate security controls.



On behalf of the above named company, and in relation to all business tendered for despatch by air cargo, I, the undersigned, agree to inform SPEDLOGSWISS of any alteration to the air cargo security procedures agreed in this programme.

I agree that all amendments related to the activities or/and security provisions of the above named company will be immediately forwarded to SPEDLOGSWISS and a new known consignor security programme will be sent when required.

I also confirm that, unless otherwise stated, all cargo consignments will have been prepared in accordance with the National Aviation Security Programme's requirements embracing the following:

#### **ACCESS CONTROL TO PREMISES AND KNOWN CARGO**

- **Protection of known cargo against unauthorised interference:** known cargo is protected against unauthorized interference during the preparation, storage and transportation and premises used for the preparation of cargo will be secured and access controlled. Nobody other than duly authorized persons shall have access to, pass through or remain in the storage and packing areas. Where possible, each consignment of known cargo will be made tamper-evident.
- **Transport of known cargo by post or railway:** when known cargo is to be transported by the postal entity or by railway (e.g. SBB) it shall be made tamper-evident (e.g. packaging, containers, seals, ...).
- **Storage of known cargo:** Prepared consignments of known cargo will be held within a secure environment until ready for transportation to the regulated agent and/or the aircraft operator. All access points to the storage and packing premises shall be closed and locked when not in use.

#### **TRANSPORT AND DELIVERY PROCEDURES**

- **Delivery:** where each piece of cargo is not made tamper-evident, the cargo compartment of any vehicle used to transport "known cargo" will be secured.
- **Delivery by a haulier:** when known cargo is delivered by a third party/haulier, the verification has been made to ensure that the haulier signed the "sub-contract haulier declaration on the implementation of security measures to cargo to be carried on board aircraft" and implements proper security procedures.
- **Documentation:** each consignment of unknown cargo will be properly identified and accompanied by appropriate documentation identifying it as "unknown cargo" i.e. by a separate document with the statement "security screening required" before delivery to the regulated agents and/or aircraft operators. In case a consignment of unknown cargo is electronically booked in the reservation system of any aircraft operator, an appropriate remark as i.e. "security screening required" shall be added to the booking order.

I certify that all measures have been taken to ensure that the consignments which the above mentioned company delivers for transportation by air do not contain any dangerous objects (e.g. explosive devices), and have been under the company's control and protected against unauthorized interference at any time.

I accept that the exterior of cargo consignments may be inspected to detect any evidence of unauthorized interference and that consignments may be opened after consultation and/or in presence of a representative of the above mentioned company, screened or subjected to other appropriate security controls in order that there is no doubt with regard to their safety.

I am aware that consignments may be rejected any time, if there is doubt with regard to their safety.

I am fully aware that the company may be held responsible under criminal and civil law if it violates its duty to take due care in ensuring that its consignments do not contain any dangerous objects (e.g. explosive devices).

**Name**

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**First name**

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**Position**

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**I am aware that I can call on the Independent Validator for training and certification.**

**We agree that our address may be published in the list compiled in Switzerland as well as in the European internet database.**

**yes**       **no**

**Legal signature**

.....

**Date**.....

**To be completed by the regulated agent:**

**The consignor is known to us and we maintain business relations with him.**

**Company name**

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**Place of business**

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**Date (day, month, year)**

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**Signature of the security manager:**

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**ANNEX C****SUB-CONTRACT HAULIER AGREEMENT ON THE IMPLEMENTATION OF SECURITY MEASURES TO CARGO TO BE CARRIED ON BOARD AIRCRAFT**

On behalf of [add name of the sub-contract haulier] I confirm that the content and obligations of the following documents are known to me :

- Ordinance on security controls in aviation (DASC; RS 748.122);
- Known consignor security programme (template)
- Regulated agent security programme (template)

When collecting, carrying, storing and delivering cargo on behalf of [add name of the known consignor/regulated agent/aircraft operator], I confirm that the following security procedures will be adhered to :

1. All staff that transport known cargo have received security awareness to be familiar with the security procedures to be implemented.
2. Satisfactory references are taken out on all employees prior to commencement of employment.
3. Cargo compartments in vehicles are secured with seals or padlocks. Curtain sided vehicles will be secured with TIR cords.
4. Immediately prior to loading, the cargo compartments are checked and the integrity of this check maintained until loading is completed.
5. Drivers carry appropriate documents which enable their identification.
6. Drivers do not make unscheduled stops between collection and delivery. Where this is unavoidable, the driver checks the security of his load and the integrity of his seals on his return and notifies his supervisor should he discover any evidence of interference.
7. Drivers verify the credentials of the person who delivers known cargo for carriage by air as an authorised agent of the known consignor or the regulated agent.
8. Drivers only accept cargo delivered by the above mentioned [add name of the known consignor/regulated agent/aircraft operator] which is accompanied by appropriate documentation.

I also certify that there is a list of all persons having unescorted access to premises where known cargo to be carried on aircraft is accepted, packed, stored or transported. This list will contain all information relating to the name, surname, birth date and nationality and the signature of any persons having access to my premises and facilities. The [add name of the regulated agent or of the known consignor or of the aircraft operator] may at any time, upon request, consult this list.

I also confirm that we will not sub-contract the work to any other party who does not comply fully with the above requirements and we take the responsibility for ensuring that such criteria is met by the parties involved in the movement and handling of cargo :

Signed:

Name (block caps):

Position:

Place and date:

**ANNEX B**

**KNOWN / UNKNOWN CARGO STATEMENT**

**[add name of the company]**

**CARGO SECURITY**

THIS SHIPMENT CONTAINS

- UNKNOWN CARGO
  
- KNOWN CARGO
  
- SECURITY SCREENING REQUIRED**

date:

stamp & signature: