

AIR CARGO TERMINOLOGY AND VOCABULARY

ICAO Air Cargo related terminology:

Appropriate authority for aviation security (AA). The authority designated by a State within its administration to be responsible for the development, implementation and maintenance of the national civil aviation security programme.

Air cargo manifest. A document issued by an aircraft operator, and available in hard copy or electronic form. This document contains the details of consignments loaded on to a specified flight, and provides a list of all the air waybill and master air waybill numbers referring to the goods loaded on to an aircraft. The nature of the goods, weight, and number of pieces composing each consignment on a specified flight, and the unit of loading used, are also identified in this document.

Air cargo secure supply chain. Set of interconnected security procedures that are applied to a cargo consignment to maintain the integrity of such a consignment from the point where screening or other security controls are applied until it arrives at its last airport of arrival, including through transit and/or transfer points.

Air Waybill (AWB). A document prepared by or on behalf of a shipper that evidences the contract between the shipper and aircraft operator(s) for the carriage of goods over routes of the operator(s). Air waybills have several purposes, but their two main functions are as a contract of carriage (behind every original air waybill are the conditions of contract for carriage), and as evidence of the receipt of goods. An air waybill is the most important document issued by an aircraft operator either directly or through its authorized agent (freight forwarder), and covers the transport of cargo from airport to airport. Air waybills have eleven-digit numbers used to make bookings and to check the status of a delivery and the current position of the shipment. The first three digits are the aircraft operator prefix.

Cargo. Any property carried on an aircraft other than mail, stores and accompanied or mishandled baggage.

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.

Chain of custody. Procedures and practices put in place to maintain the integrity of secure cargo and mail as they move through a supply chain from the point at which security controls are applied.

Consignment security declaration (CSD). Document used to establish the security status of cargo. It allows tracing of the secure status of cargo and mail throughout its movement within the secure supply chain. This document helps to ensure that regulated agents, known consignors, and aircraft operators are held accountable regarding the security controls applied to cargo. A consignment security declaration, which may be in hard copy or electronic form, should be issued by the entity that renders and maintains the cargo secure. A CSD template can be found in the ICAO Aviation Security Manual (Doc 8973 — Restricted).

Courier service. An operation whereby shipments tendered by one or more consignors are transported as the baggage of a courier passenger on board a scheduled aircraft operator service under normal passenger hold baggage documentation.

Dangerous goods. Articles or substances which are capable of posing a risk to health, safety, property or the environment and which are shown in the list of dangerous goods in the Technical Instructions or which are classified according to those Instructions.

Dangerous goods declaration (DGD). Document(s) issued by the consignor or shipper to certify that the dangerous goods being transported have been packaged, labelled, and declared in accordance with the provisions of international standards and conventions.

Facilitation. The efficient management of the necessary control process, with the objective of expediting the clearance of persons or goods and preventing unnecessary operational delays.

Freight. See Cargo.

High-risk cargo or mail. Cargo or mail presented by an unknown entity or showing signs of tampering shall be considered high risk if, in addition, it meets one of the following criteria:

- a) specific intelligence indicates that the cargo or mail poses a threat to civil aviation; or
- b) the cargo or mail shows anomalies that give rise to suspicion; or
- c) the nature of the cargo or mail is such that baseline security measures alone are unlikely to detect prohibited items that could endanger the aircraft.

Regardless of whether the cargo or mail comes from a known or unknown entity, a State's specific intelligence about a consignment may render it as high risk.

House air waybill (HAWB). A freight forwarder offering a consolidation service will issue its own air waybill to the shipper, called a house air waybill, which may act as a multimodal transport document. This is the contract between the freight forwarder and each shipper whose goods have been consolidated. There are two reference numbers on a house air waybill, the number of the master air waybill to which it is linked and the house air waybill number itself, which is always different from one freight forwarder to another, without limitations or standard digits, and which may be used to trace a shipment with the freight forwarder.

House cargo manifest. A document containing the same information as a cargo manifest as well as additional details on freight amounts, etc.

International airport. Any airport designated by the Member State in whose territory it is situated as an airport of entry and departure for international air traffic, where the formalities incident to customs, immigration, public health, animal and plant quarantine and similar procedures are carried out.

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

Mail. All postal items tendered by and intended for delivery to designated postal operators to operate the postal service in accordance with the Universal Postal Union Acts.

Master air Waybill (MAWB). Master air waybills are issued by or on behalf of freight forwarders offering a consolidation service. This document specifies the global contract between a freight forwarder (or consolidator) and aircraft operator(s) for the transportation of goods originated by more than one shipper but destined for the same final State, airport or other destination. Master air waybills are linked to

several house air waybills, and the master number may be used to trace a shipment with an aircraft operator.

Packing list. Documents specifying which goods are in each package.

Permit system. A system consisting of cards or other documentation issued to individual persons employed at airports or who otherwise have a need for authorized access to an airport, airside or security restricted area. Its purpose is to identify the individuals and facilitate access. Vehicle permits are issued and used for similar purposes to allow vehicular access. Permits are sometimes referred to as airport identification cards or passes.

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.

Restricted articles. Articles which are, in the specific context of aviation security, defined as those articles, devices or substances which may be used to commit an act of unlawful interference against civil aviation or which may endanger the safety of the aircraft and its occupants, or installations, or the public.

Sabotage. An act or omission, intended to cause malicious or wanton destruction of property, endangering or resulting in unlawful interference with civil aviation and its facilities.

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.

Note.— Certain dangerous articles or substances are classified as dangerous goods by Annex 18 — The Safe Transport of Dangerous Goods by Air and the associated Technical Instructions for the Safe Transport of Dangerous Goods by Air (Doc 9284) and must be transported in accordance with those instructions. In addition, the Aviation Security Manual (Doc 8973 – Restricted) provides a list of prohibited items that must never be carried in the cabin of an aircraft.

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

Security audit. An in-depth compliance examination of all aspects of the implementation of the national civil aviation security programme.

Security checks for LAGs and STEBs. Visual checks or security controls, performed by security staff, for signs of interference, in particular tampering with seals, theft and the introduction of potentially dangerous devices, articles or substances. The checks should be made at the first point of entry on the airside and should be made on all supplies of LAGs and STEBs to establish that they have been protected, that there is no evidence or suspicion of tampering, and that the necessary documentation is in order.

Security control. A means by which the introduction of weapons, explosives or other dangerous devices, articles or substances which may be used 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 exercise. A full-scale security exercise is a simulated act of unlawful interference with the objective of ensuring the adequacy of a contingency plan to cope with different types of emergencies. A partial security exercise is a simulated act of unlawful interference with the objective of ensuring the adequacy of the response to individual participating agencies and components of the contingency plan,

such as the communications system.

Security inspection. An examination of the implementation of relevant National Civil Aviation Security Programme requirements by an aircraft operator, airport or other entity involved in security.

Security investigation. An inquiry into any act or attempted act of unlawful interference against civil aviation and/or any alleged or suspected instance of non-compliance with a State's National Civil Aviation Security Programme or other legal and/or regulatory requirements pertaining to civil aviation security.

Security programme. Written measures adopted to safeguard international civil aviation against acts of unlawful interference.

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 checkpoint and the aircraft, the ramp, baggage make-up areas, including those where aircraft are being brought into service and screened baggage and cargo are present, cargo sheds, mail centres, airside catering and aircraft cleaning premises.

Security survey. An evaluation of security needs including the identification of vulnerabilities which could be exploited to carry out an act of unlawful interference, and the recommendation of corrective actions.

Security tamper-evident bags (STEBs). Specially designed bags that should only be used for the sale of LAGs by airport outlets or on board an aircraft.

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

Sensitive Aviation Security Information. Information that, if accessed by or disclosed to unauthorized persons, could create or be used to exploit a vulnerability or facilitate an act of unlawful interference against civil aviation.

Sterile area. The area between any passenger inspection or screening checkpoint and aircraft, into which access is strictly controlled (see also security restricted area.)

Stores (Supplies).

- For consumption. Goods, whether or not sold, intended for consumption by the passengers and the crew on board an aircraft, and goods necessary for the operation and maintenance of the aircraft, including fuel and lubricants.
- To be taken away. Goods for sale to passengers and crew of an aircraft with a view to being landed.

Transfer cargo and mail. Cargo and mail departing on an aircraft other than that on which it arrived.

Transit cargo and mail. Cargo and mail departing on the same aircraft as that on which it arrived.

Terminal. The main building or group of buildings where the processing of commercial passengers and cargo, and the boarding of aircraft occurs.

Unaccompanied baggage. Baggage that is transported as cargo and may or may not be carried on the same aircraft with the person to whom it belongs.

Unpredictability. The implementation of security measures in order to increase their deterrent effect and their efficiency, by applying them at irregular frequencies, different locations and/or with varying means, in accordance with a defined framework.

Vulnerable point. Any facility on or connected with an airport, which, if damaged or destroyed, would seriously impair the functioning of the airport.

WCO Air Cargo related terminology

Administrative Settlement of a Customs Offence. The procedure laid down by national legislation under which the Customs are empowered to settle a Customs offence either by ruling thereon or by means of a compromise settlement.

Ad-Valorem Duties And Taxes. Duties and taxes which are calculated on the basis of value.

Agent. A person authorized to act on behalf of another party (e.g. broker, trucker).

Aircraft General Declaration. Declaration conforming to the provisions of Annex 9 to the Convention on International Civil Aviation, Chicago 1944. The general declaration is the basic document on arrival and departure providing information concerning the aircraft itself and summary information relating to the itinerary, crew, passengers and health.

Appeal. The act by which a person who is directly affected by a decision or omission of the Customs and who considers himself to be aggrieved thereby seeks redress before a competent authority.

Assessment Of Duties And Taxes. Determination of the amount of duties and taxes payable.

Ata Carnet. An international Customs document which, issued under the terms of the ATA Convention and the Istanbul Convention, incorporates an internationally valid guarantee and may be used, in lieu of national Customs documents and as security for import duties and taxes, to cover the temporary admission of goods and, where appropriate, the transit of goods. It may be accepted for controlling the temporary exportation and re-importation of goods but, in this case, the international guarantee does not apply.

Ata Convention. The expression commonly used to refer to the Customs Convention on the ATA carnet for the temporary admission of goods (ATA Convention) adopted by the Customs Co-operation Council in Brussels in 1961.

Audit-Based Control. Measures by which the Customs satisfy themselves as to the accuracy and authenticity of declarations through the examination of the relevant books, records, business systems and commercial data held by persons concerned.

Boarding And Search Of Means Of Transport. The operations under which means of transport are visited by the Customs for:

- a) collection of information from the person responsible for the means of transport and examination of commercial, transport or other documents concerning the means of transport, the cargo, stores, crew and passengers; and
- b) inspection, examination and search of the means of transport.

Bond. An undertaking in due legal form, by which a person binds himself to the Customs to do or not to do some specified act.

Carrier. An entity which operates a particular flight directly or indirectly

Cargo Declaration. Information submitted prior to or on arrival or departure of a means of transport for commercial use that provides the particulars required by the Customs relating to cargo brought to or removed from the Customs territory.

Cargo Manifest. A listing of the goods comprising the cargo (freight) carried in a means of transport or in a transport-unit. The Cargo manifest which gives the commercial particulars of the goods, such as transport document numbers, consignors, consignees, marks and numbers, number and kind of packages, descriptions and quantities of the goods, may be used in place of the Cargo declaration.

Carrier. The person actually transporting goods or in charge of or responsible for the operation of the means of transport.

Certificate Of Origin. A specific form identifying the goods, in which the authority or body empowered to issue it certifies expressly that the goods to which the certificate relates originate in a specific country. This certificate may also include a declaration by the manufacturer, producer, supplier, exporter or other competent person.

Certified Declaration Of Origin. A declaration of origin certified by an authority or body empowered to do so.

Clearance. The accomplishment of the Customs formalities necessary to allow goods to enter home use, to be exported or to be placed under another Customs procedure.

Clearance For Home Use. The Customs procedure which provides that imported goods enter into free circulation in the Customs territory upon the payment of any import duties and taxes chargeable and the accomplishment of all the necessary Customs formalities.

CN22/23. The special declaration forms for postal items as described in the Acts of the Universal Postal Union currently in force.

Commercial Fraud. Any offence against statutory or regulatory provisions which Customs is responsible for enforcing, committed in order to :

- evade, or attempt to evade, payment of duties/levies/taxes on movements of commercial goods;

and/or

- evade, or attempt to evade, any prohibition or restrictions applicable to commercial goods;

and/or

- receive, or attempt to receive, any repayments, subsidies or other disbursements to which there is no proper entitlement;

and/or

- obtain, or attempt to obtain, illicit commercial advantage injurious to the principle and practice of legitimate business competition.

Compensating Products.

Products :

- a) obtained within a country resulting from the manufacturing, processing or repair of the goods for which the use of the inward processing procedure is authorized; or
- b) obtained abroad and resulting from the manufacturing, processing or repair of goods for which the use of the outward processing procedure is authorized(*).

Consignees/Importer. For customs purposes, the party who makes (or on whose behalf an agent or broker makes) the import declaration, and who is liable for the payment of duties (if any) on the imported goods. Normally, this party is named either as the consignee in the shipping documents and/or as the buyer in the exporter's invoice.

Consignor. Consignor, is the party which, by contract with a carrier, consigns or sends goods with the carrier, or has them conveyed by him.

Container. An article of transport equipment (lift-van, movable tank or other similar structure) :

- (i) fully or partially enclosed to constitute a compartment intended for containing goods,
- (ii) of a permanent character and accordingly strong enough to be suitable for repeated use,
- (iii) specially designed to facilitate the carriage of goods, by one or more modes of transport, without intermediate reloading,
- (iv) designed for ready handling, particularly when being transferred from one mode of transport to another,
- (v) designed to be easy to fill and to empty, and
- (vi) having an internal volume of one cubic metre or more.

"Container" shall include the accessories and equipment of the container, appropriate for the type concerned, provided that such accessories and equipment are carried with the container. The term "container" shall not include vehicles, accessories or spare parts of vehicles, or packaging or pallets. "Demountable bodies" shall be regarded as containers.

Container Convention. The expression commonly used to refer to the Customs Convention on Containers, concluded in Geneva in 1972 under the auspices of the United Nations and administered by the Customs Co-operation Council.

Corresponding Issuing Association. An issuing association established in another Contracting Party and affiliated to the same guaranteeing chain.

Country Of Origin Of Goods. Country in which the goods have been produced or manufactured, according to the criteria laid down for the purposes of application of the Customs tariff, of quantitative restrictions or of any other measure related to trade .

CPD Carnet. An international Customs document which incorporates an internationally valid guarantee and may be used, in lieu of national Customs documents and as security for import duties and taxes, to cover the temporary admission of means of transport and, where appropriate, the transit of means of transport. It may be accepted for controlling the temporary exportation and re-importation of means of transport but, in this case, the international guarantee does not apply.

Crew's Effects. Items in everyday use and any other articles belonging to the crew, carried on board a means of transport, and which may be required to be declared to Customs.

Customs. The Government Service which is responsible for the administration of Customs law and the collection of duties and taxes and which also has the responsibility for the application of other laws and regulations relating to the importation, exportation, movement or storage of goods.

Customs Approved Route. Any road, railway, waterway, airway and any other route (pipeline, etc.), which must be used for the importation, Customs transit and exportation of goods.

Customs Clearing Agent. A person who carries on the business of arranging for the Customs clearance of goods and who deals directly with the Customs for and on behalf of another person.

Customs Control. Measures applied by the Customs to ensure compliance with Customs law.

Customs Declaration. Any statement or action, in any form prescribed or accepted by the Customs, giving information or particulars required by the Customs.

Customs Duties. Duties laid down in the Customs tariff to which goods are liable on entering or leaving the Customs territory.

Customs Formalities. All the operations which must be carried out by the persons concerned and by the Customs in order to comply with the Customs law.

Customs Fraud. Any act by which a person deceives, or attempts to deceive, the Customs and thus evades, or attempts to evade, wholly or partly, the payment of duties and taxes or the application of prohibitions or restrictions laid down by Customs law or obtains, or attempts to obtain, any advantage contrary to Customs law, thereby committing a Customs offence .

Customs Frontier. The boundary of a Customs territory.

Customs Law. The statutory and regulatory provisions relating to the importation, exportation, movement or storage of goods, the administration and enforcement of which are specifically charged to the Customs, and any regulations made by the Customs under their statutory powers(*).

Customs Maritime Zone. The sea area under the control of the Customs in accordance with their domestic legislation.

Customs Offence. Any breach, or attempted breach, of Customs law.

Customs Office. The Customs administrative unit competent for the performance of Customs formalities, and the premises or other areas approved for that purpose by the competent authorities .

Customs Office Of Departure. Any Customs office at which a Customs transit operation commences.

Customs Office Of Destination. Any Customs office at which a Customs transit operation is terminated.

Customs Or Economic Union. A Union constituted by and composed of Members of the CCC (WCO), of the United Nations or its specialized agencies, which has competence to adopt its own legislation that its binding on its Members, in respect of matters governed by the Convention to which it wishes to accede, and has competence to decide, in accordance with its internal procedures, to sign, ratify or accede to that international instrument.

Customs Procedure. Treatment applied by the Customs to goods which are subject to Customs control.

Customs Seal. An assembly consisting of a seal and a fastening which are joined together in a secure manner. Customs seals are affixed in connection with certain Customs procedures (Customs transit, in particular) generally to prevent or to draw attention to any unauthorized interference with the sealed items.

Customs Transit. Customs procedures under which goods are transported under Customs control from one Customs office to another.

Customs Transit Operation. Transport of goods from an office of departure to an office of destination under Customs transit .

Customs Union. Entity forming a Customs territory replacing two or more territories and having in its ultimate state the following characteristics :

- a common Customs tariff and a common or harmonized Customs legislation for the application of that tariff;
- the absence of any Customs duties and charges having equivalent effect in trade between the countries forming the Customs Union in products originating entirely in those countries or in products of other countries in respect of which import formalities have been complied with and Customs duties and charges having equivalent effect have been levied or guaranteed and if they have not benefited from a total or partial drawback of such duties and charges.
- the elimination of restrictive regulations of commerce within the Customs Union.

Customs Warehousing Procedure. Customs procedure under which imported goods are stored under Customs control in a designated place (a Customs warehouse) without payment of import duties and taxes.

Decision. The individual act by which the Customs decide upon a matter relating to Customs law.

General Annex, Chapter 2 of the revised Kyoto Convention.

Declarant. Any person who makes a Goods declaration or in whose name such a declaration is made .

Declaration Of Arrival Or Declaration Of Departure. Any declaration required to be made or produced to the Customs upon the arrival or departure of means of transport for commercial use, by the person responsible for the means of transport for commercial use, and containing the necessary particulars relating to the means of transport for commercial use and to the journey, cargo, stores, crew or passengers .

Declaration Of Origin. An appropriate statement as to the origin of the goods made, in connection with their exportation, by the manufacturer, producer, supplier, exporter or other competent person on the commercial invoice or any other document relating to the goods .

Deposit. A sum of money provisionally paid (French : “consignation”), or title deeds, bearer bonds, etc. lodged as security for the payment of such duties, taxes or other sums as may become chargeable.

Document. Any medium designed to carry and actually carrying a record of data entries, it includes magnetic tapes and disks, microfilms, etc.

Documentary Evidence Or Origin.

A certificate of origin, a certified declaration of origin or a declaration of origin .

Drawback. Amount of import duties and taxes repaid under the drawback procedure.

Drawback Procedure. The Customs procedure which, when goods are exported, provides for a refund (total or partial) to be made in respect of the import duties and taxes charged on the goods, or on materials contained in them or consumed in their production.

Dual Channel System. Simplified Customs control system allowing travellers on arrival to make a Customs declaration by choosing between two types of channel. One, identified by green symbols, is for the use of travellers carrying goods in quantities or values not exceeding those admissible duty-free and which are not subject to import prohibition or restriction. The other, identified by red symbols, is for other travellers.

Due Date. The date when payment of duties and taxes is due .

Duties And Taxes. Import duties and taxes and/or export duties and taxes.

Duty-Free Shops. A premise under Customs control (-) at which goods may be acquired free of Customs duties and taxes.

Equivalent Compensation. System allowing, under certain Customs procedures, the exportation or importation of goods identical in type, description, quality and technical characteristics to those previously imported or exported .

Equivalent Goods. Goods identical in description, quality and technical characteristics to those imported or exported for inward or outward processing.

Examination Of Goods. Physical inspection of goods by the Customs to satisfy themselves that the nature, origin, condition, quantity and value of the goods are in accordance with the particulars furnished in the Goods declaration .

Export Duties And Taxes. Customs duties and all other duties, taxes or charges which are collected on or in connection with the exportation of goods, but not including any charges which are limited in amount to the approximate cost of services rendered or collected by the Customs on behalf of another national authority.

Export / Import Customs. The Government Service which is responsible for the administration of Customs law and the collection of duties and taxes and which also has the responsibility for the application of other laws and regulations relating to the importation, exportation, movement or storage of goods.

Exportation. The act of taking out or causing to be taken out any goods from the Customs territory.

Free Trade Area. Entity formed by the Customs territories of an association of States and having in its ultimate state the following characteristics:

- the elimination of Customs duties in respect of products originating in any of the countries of the area,
- each State retains its Customs tariff and Customs law,
- each State of the area remains autonomous in matters of Customs and economic policy,
- trade is based on the application of rules of origin, to take account of the different Customs tariffs and prevent deflection of trade,

- the elimination of restrictive regulations of commerce within the free trade area.

Free Zone. A part of the Customs territory of a Contracting Party where any goods introduced are generally regarded, insofar as import duties and taxes concerned, as being outside this territory.

Frontier Traffic. Importations and exportations carried out by frontier zone inhabitants between two adjacent frontier zones.

Frontier Zone. An area of the Customs territory adjacent to the land frontier, the extent of which is determined in national legislation and whose limits serve to distinguish frontier traffic from other traffic.

Frontier Zone Inhabitants. Persons established or resident in a frontier zone.

Goods Declaration. A statement made in the form prescribed by Customs, by which the persons interested indicate the Customs procedure to be applied to the goods and furnish the particulars which the Customs require to be declared for the application of that procedure.

Goods Exported With Notification Of Intended Return. Goods exported with notification of intended return' means goods specified by the declarant as intended for re-importation, in respect of which identification measures may be taken by the Customs to facilitate re-importation in the same state.

Goods In Free Circulation. Goods which may be disposed of without Customs restriction .

Ground Handler. The entity authorised to act for or on behalf of the carrier, for accepting, handling, loading/unloading, transiting, or dealing with cargo, passengers and baggage.

Guaranteeing Association. An association which is approved by the Customs of a Contracting Party to an international agreement to guarantee the payment of any sums legally due, under the terms of this agreement, to the Customs of that Contracting Party, and which is affiliated to a guaranteeing chain.

Guaranteeing Chain. A guaranteeing scheme administered by an international organization to which guaranteeing associations are affiliated.

Guarantee. Undertaking by which the surety assumes obligations towards the Customs.

Harmonized System Convention. The expression commonly used to refer to the international Convention of the Harmonized Commodity Description and Coding System, adopted by the Customs Co-operation Council in 1988.

Import Duties And Taxes. Customs duties and all other duties, taxes or charges which are collected on or in connection with the importation of goods, but not including any charges which are limited in amount to the approximate cost of services rendered or collected by the Customs on behalf of another national authority.

Import/Export Licence (Or Import/Export Permit). Authorization issued by a competent authority for the importation or exportation of goods subject to restriction.

Importation. The act of bringing or causing any goods to be brought into a Customs territory.

Intellectual Property Rights.**The following rights :**

1. Copyright and related rights;
2. trademarks: any sign, including words, names, letters, numerals, figurative elements and combinations of colours, or combinations of these used by a manufacturer or merchant to identify its goods and distinguish them from those manufactured or sold by others;
3. geographical indications, which identify a good as originating in the territory of a State, or a region or locality in that territory, where a given quality, reputation or other characteristic of the good is essentially attributable to its geographical origin;
4. industrial designs;
5. patents which shall be available for any inventions, whether products or processes, in all fields of technology, provided that they are new, involve an inventive step and are capable of industrial application;
6. layout-design (topographies) of integrated circuits : either a protected layout-design or an integrated circuit in which a protected layout-design is incorporated;
7. protection of undisclosed information such as trade secrets and other business confidential information.

Internal Traffic. The carriage of persons embarked or goods loaded in the Customs territory for disembarkation or unloading within the same Customs territory.

Inward Processing. The Customs procedure under which certain goods can be brought into a Customs territory conditionally relieved from payment of import duties and taxes, on the basis that such goods are intended for manufacturing, processing or repair and subsequent exportation.

Issuing Association. An association which is approved by the Customs authorities to issue ATA, CPD or TIR carnets and which is affiliated directly or indirectly to a guaranteeing chain.

Letter-Post Items. Letters, postcards, printed papers, literature for the blind and small packets described as letter-post items in the Acts of the Universal Postal Union currently in force .

Means Of Transport For Commercial Use. Any vessel (including lighters and barges, whether or not shipborne, and hydrofoils), hovercraft, aircraft, road vehicle (including trailers, semi-trailers and combinations of vehicles) or railway rolling stock, which is used for the transport of persons for remuneration or for the industrial or commercial transport of goods, whether or not for remuneration.

Means Of Transport For Private Use. Road vehicles and trailers, boats and aircraft, together with their spare parts and normal accessories and equipment, imported or exported exclusively for personal use by the person concerned and not for the transport of persons for remuneration or the industrial or commercial transport of goods, whether or not for remuneration.

Money Laundering. Money laundering is the process by which the illegal source of proceeds is concealed by means of financial transactions or any other means to make it appear legitimate.

Mutual Administrative Assistance. Measures taken by a Customs administration on behalf of or in

collaboration with another Customs administration for the proper application of Customs law and for the prevention, investigation and repression of Customs offence

Office En Route. Customs office where goods are imported or exported in the course of a Customs transit operation.

Origin/Destination Freight Forwarders. The party arranging the carriage of goods including connected services and/or associated formalities on behalf of a shipper or consignee.

Outright Exportation. Customs procedure applicable to goods which, being in free circulation, leave the Customs territory and are intended to remain permanently outside it.

Packings. All articles and materials used, or to be used, in the state in which they are imported, to pack, protect, stow or separate goods, excluding packing materials such as straw, paper, glasswool, shavings, etc., when imported in bulk. Containers and pallets are also excluded.

Pallet. A device on the deck of which a quantity of goods can be assembled to form a unit load for the purpose of transporting it, or of handling or stacking it with the assistance of mechanical appliances. This device is made up of two decks separated by bearers, or of a single deck supported by feet; its overall height is reduced to the minimum compatible with handling by fork lift trucks or pallet trucks; it may or may not have a superstructure.

Partial Relief. Relief from payment of a part of the total amount of import duties and taxes which would otherwise be payable had the goods been cleared for home use on the date on which they were placed under the temporary admission procedure.

Person. Both natural and legal persons, unless the context otherwise requires.

Personal Effects. All articles (new or used) which a traveller may reasonably require for his or her personal use during the journey, taking into account all the circumstances of the journey, but excluding any goods imported or exported for commercial purposes.

Postal Items. Letter-post and parcels, as described in the Acts of the Universal Postal Union currently in force, when carried by or for postal services.

Postal Parcels. Items called postal parcels within the meaning of the Acts of the Universal Postal Union currently in force .

Postal Service. A public or private body authorized by the government to provide the international services governed by the Acts of the Universal Postal Union currently in force.

Processing Of Goods For Home Use. The Customs procedure under which imported goods may be manufactured, processed or worked, before clearance for home use and under Customs control, to such an extent that the amount of the import duties and taxes applicable to the products thus obtained is lower than that which would be applicable to the imported goods .

Production Of Goods To The Customs. The act of presenting goods to the competent Customs authorities, at the place designated or accepted by them, for completion of the Customs formalities.

Professional Equipment. Equipment necessary for the exercise of the calling, trade or profession of a person who enters a country to exercise his or her profession in that country.

Prohibitions Of Goods. Goods whose importation or exportation is prohibited by law.

Quantitative Quota. Any pre-set quantity, authorized for importation or exportation of given goods, during a specified period, beyond which no additional quantity of these goods can be imported or exported.

Re-Exportation. Exportation from a Customs territory of goods previously imported into that territory.

Regional Appellation Certificate. A certificate drawn up in accordance with the rules laid down by an authority or approved body, certifying that the goods described therein qualify for a designation specific to the given region (e.g. Champagne, Port wine, Parmesan cheese).

Re-Importation. Importation into a Customs territory of goods previously exported from that territory.

Re-Importation In The Same State. The Customs procedure under which goods which were exported may be taken into home use free of import duties and taxes, provided they have not undergone any manufacturing, processing or repairs abroad and provided that any sums chargeable as a result of repayment or remission of or conditional relief from duties and taxes or of any subsidies or other amounts granted in connection with exportation must be paid. The goods that are eligible for re-importation in the same state can be goods that were in free circulation or were compensating products .

Release Of Goods. The action by the Customs to permit goods undergoing clearance to be placed at the disposal of the persons concerned.

Relief Consignments. Goods, including vehicles and other means of transport, foodstuffs, medicaments, clothing, blankets, tents, prefabricated houses, water purifying and water storage items, or other goods of prime necessity, forwarded as aid to those affected by disaster; and

- all equipment, vehicles and other means of transport, specially trained animals, provisions, supplies, personal effects and other goods for disaster relief personnel in order to perform their duties and to support them in living and working in the territory of the disaster throughout the duration of their mission .

Relief From Import Duties And Taxes. Clearance of goods for home use free of import duties and taxes, irrespective of their normal tariff classification or normal liability, provided that they are imported in specified circumstances and for specified purposes.

Remission Of Import Duties And Taxes. The waiver of payment, in whole or in part, of import duties and taxes where payment has not been made.

Repayment. The refund, in whole or in part, of duties and taxes paid on goods and the remission, in whole or in part, of duties and taxes where payment has not been made .

Restriction Of Goods. A legal requirement by law for the submission and approval of an application or other document (other than for Customs purposes) as a prior condition to importation or exportation.

Rules Of Origin. Specific provisions, developed from principles established by national legislation or international agreements ("origin criteria"), applied by a country to determine the origin of goods.

Safe Frameworks Of Standards. The expression commonly used to refer to the WCO SAFE Framework of Standards to secure and facilitate global trade, adopted by the Customs Co-operation Council in 2005.

Samples.. Articles which are representative of a particular category of goods already produced or are examples of goods the production of which is contemplated; the term does not include identical articles brought in by the same individual, or sent to a single consignee, in such quantity that, taken as a whole,

they no longer constitute samples under ordinary commercial usage.

Samples Of No Commercial Value. Articles which are regarded by the Customs to be of negligible value and which are to be used only for soliciting orders for goods of the kind they represent .

Seal. A piece of metal or other material used to join together two ends of a fastening in a secure manner.

Security. That which ensures to the satisfaction of the Customs that an obligation to the Customs will be fulfilled. Security is described as "general" when it ensures that the obligations arising from several operations will be fulfilled.

Single Window. A facility that allows parties involved in trade and transport to lodge standardized information and documents with a single entry point to fulfill all import, export, and transit-related regulatory requirements. If information is electronic, then individual data elements should only be submitted once.

Ship's General Declaration. Declaration (IMO FAL Form 1) conforming to the provisions of the Annex to the Convention on Facilitation of Maritime Traffic, London, 1965. The general declaration is the basic document on arrival and departure providing information concerning the ship itself and summary information relating to the cargo, crew, passengers and voyage.

Shippers/Exporters. For customs purposes, the party who makes (or on whose behalf an agent or broker makes) the export declaration. The exporter sells its goods to someone in another country, known as the importer.

Smuggling. Customs offence consisting in the movement of goods across a Customs frontier in any clandestine manner, thereby evading Customs control .

Specific Duties And Taxes. Duties and taxes which are calculated on a basis other than value.

Stores. Stores for consumption; and stores to be taken away.

Stores Declaration. Documents providing the particulars concerning stores carried on board the means of transport, to be presented as required by the Customs.

Stores For Consumption. Goods intended for consumption by the passengers and the crew on board vessels, aircraft or trains, whether or not sold and goods necessary for the operation and maintenance of vessels, aircraft or trains including fuel and lubricants but excluding spare parts and equipment which are either on board upon arrival or are taken on board during the stay in the Customs territory of vessels, aircraft or trains used, or intended to be used, in international traffic for the transport of persons for remuneration or for the industrial or commercial transport of goods, whether or not for remuneration .

Stores To Be Taken Away. Goods for sale to the passengers and the crew of vessels and aircraft with a view to being landed, which are either on board upon arrival or are taken on board during the stay in the Customs territory of vessels and aircraft used, or intended to be used, in international traffic for the transport of persons for remuneration or for the industrial or commercial transport of goods, whether or not for remuneration .

Substantial Transformation Criterion. The criterion according to which origin is determined by regarding as the country of origin the country in which the last substantial manufacturing or processing, deemed sufficient to give the commodity its essential character, has been carried out .

Surety. A natural or legal person (generally a bank or insurance company) who accepts responsibility in due legal form for the financial consequences of non-fulfilment of another's obligations to the Customs.

Tariff Ceiling. Any pre-set value or quantity, authorized for importation or exportation of given goods, during a specified period, with a reduction of the normal Customs duties, and beyond which the granting of the said tariff reduction may be suspended until the end of the period in question.

Tariff Classification Of Goods. Determination of the tariff subheading in a tariff nomenclature under which particular goods should be classified.

Tariff Description. Description of an article or product in accordance with the terminology used in the tariff nomenclature.

Tariff Heading (Or Subheading). The textual designation in a tariff nomenclature of a single commodity or a single group of related commodities.

Tariff Nomenclature. Any classification and coding system introduced by national administrations or Customs or Economic Unions to designate commodities or groups of related commodities for Customs tariff purposes.

Temporary Admission. The Customs procedure under which certain goods can be brought into a Customs territory conditionally relieved totally or partially from payment of import duties and taxes; such goods must be imported for a specific purpose and must be intended for re-exportation within a specified period and without having undergone any change except normal depreciation due to the use made of them .

Temporary Storage Of Goods. Storing of goods under Customs control in premises and enclosed or unenclosed spaces specified by the Customs (temporary stores) pending lodgement of the Goods declaration.

The Universal Postal Union. The inter-governmental organization founded in 1874 by the Treaty of Bern as the “General Postal Union” which, in 1878, was renamed the “Universal Postal Union (UPU)” and which since 1948 has been a specialized agency of the United Nations .

Third Party. Any person who deals directly with the Customs, for and on behalf of another person, relating to the importation, exportation, movement or storage of goods .

Trade Facilitation. The simplification and harmonization of international trade procedures including activities, practices, and formalities involved in collecting, presenting, communicating, and processing data required for the movement of goods in international trade⁷

Transshipment. Customs procedure under which goods are transferred under Customs control from the importing means of transport to the exporting means of transport within the area of one Customs office which is the office of both importation and exportation.

Transit Bond-Note. National Customs document providing authority for goods to be conveyed in Customs transit without prior payment of import duties and taxes, generally containing all the particulars necessary for the assessment, where appropriate, of import duties and taxes, and an undertaking, covered by security, to produce the goods at the Customs office of destination with Customs seals intact.

Transport-Unit. Any means of transporting goods suitable for use in a Customs transit operation or under Customs seal.

Traveller. Any person who temporarily enters the territory of a country in which he or she does not normally reside (“non-resident”) or who leaves that territory; and

(2) any person who leaves the territory of a country in which he or she normally resides (“departing resident”) or who returns to that territory (“returning resident”).

Urgent Consignments. Goods which require rapid clearance as a matter of priority due to :

- their nature;
- their meeting a fully justified urgent need.

Note: Urgent consignments should be granted priority and rapid clearance.

Key risk management terms used in the Compendium are listed below:

Information. Any data, whether or not processed or analyzed, and documents, reports, and other communications in any format, including electronic, certified or authenticated copies thereof.

Intelligence. A product, derived from the collection and processing of relevant information, which acts as a basis for user decision-making.

Nominal data. All available data related to an identified or identifiable natural (real) and/or legal person, including but not limited to identification numbers, tax-related numbers (e.g. VAT number), and items related to physical identification.

Risk. Effect of uncertainty on objectives.

Risk analysis. Systematic use of available information to determine how often defined risks may occur and the magnitude of their likely consequences.

Risk appetite. Amount and type of risk that an administration is willing to pursue or retain.

Risk assessment. Overall process of risk identification, risk analysis, risk evaluation and prioritization.

Risk evaluation and prioritization. Process of comparing the results of risk analysis with risk criteria to determine whether the risk and/or its magnitude is acceptable or tolerable.

Risk indicators. Specific criteria which, when taken together, serve as a practical tool to select and target movements that pose a risk of potential non-compliance with Customs laws.

Risk management. Coordinated activities by administrations to direct and control risk.

Risk management framework. Set of components that provide foundation and organizational arrangements for designing, implementing, monitoring, reviewing and continually improving risk management throughout the organization.

Risk management plan. Scheme within the risk management framework specifying the approach, management components and resources to be applied to the management of risk.

Risk management policy. Statement of an administration's overall intentions and direction regarding risk management.

Risk management process. Systematic application of management policies, procedures and practices to the activities of documenting, communicating, consulting, establishing the context, and identifying, analyzing, evaluating, treating, monitoring and reviewing risk.

Risk matrix. Tool for ranking and displaying risks by defining ranges for consequence and likelihood.

Risk owner. Person or entity with the accountability and authority to manage a risk.

Risk profile. Description of any set of risks, including a predetermined combination of risk indicators, based on information which has been gathered, analyzed and categorized.

Risk register. An organizational planning document identifying the administration's risks and allocating risks to risk owners.

Risk tolerance. An administration's or stakeholder's readiness to bear the risk after risk treatment, in order to achieve its objectives.

Risk treatment. Decision or action taken in response to an identified risk.

Targeting. The selection for examination/audit of a certain consignment, passenger, means of transport, transaction or entity based on risk analysis, profiling, document review, observation and questioning techniques.