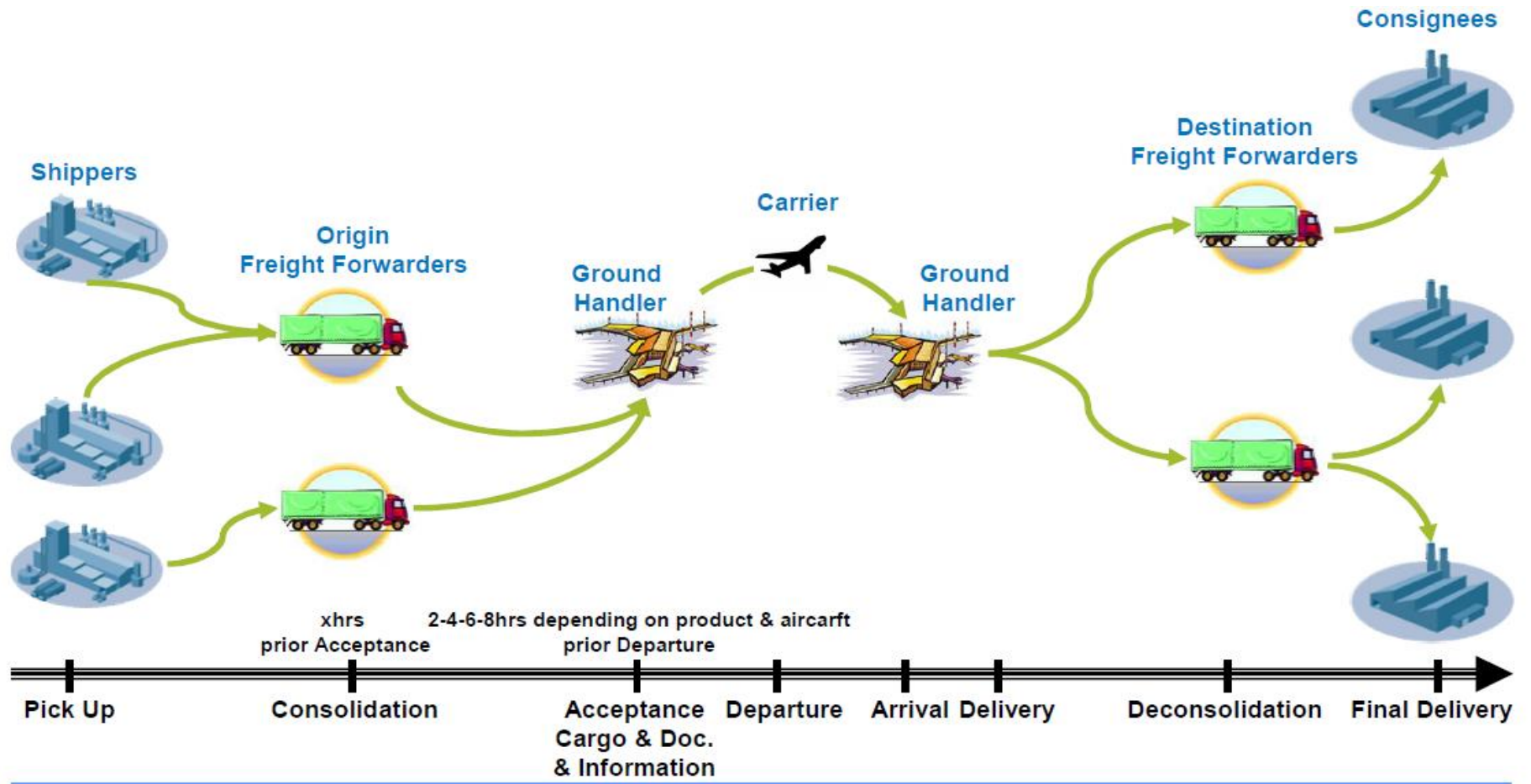
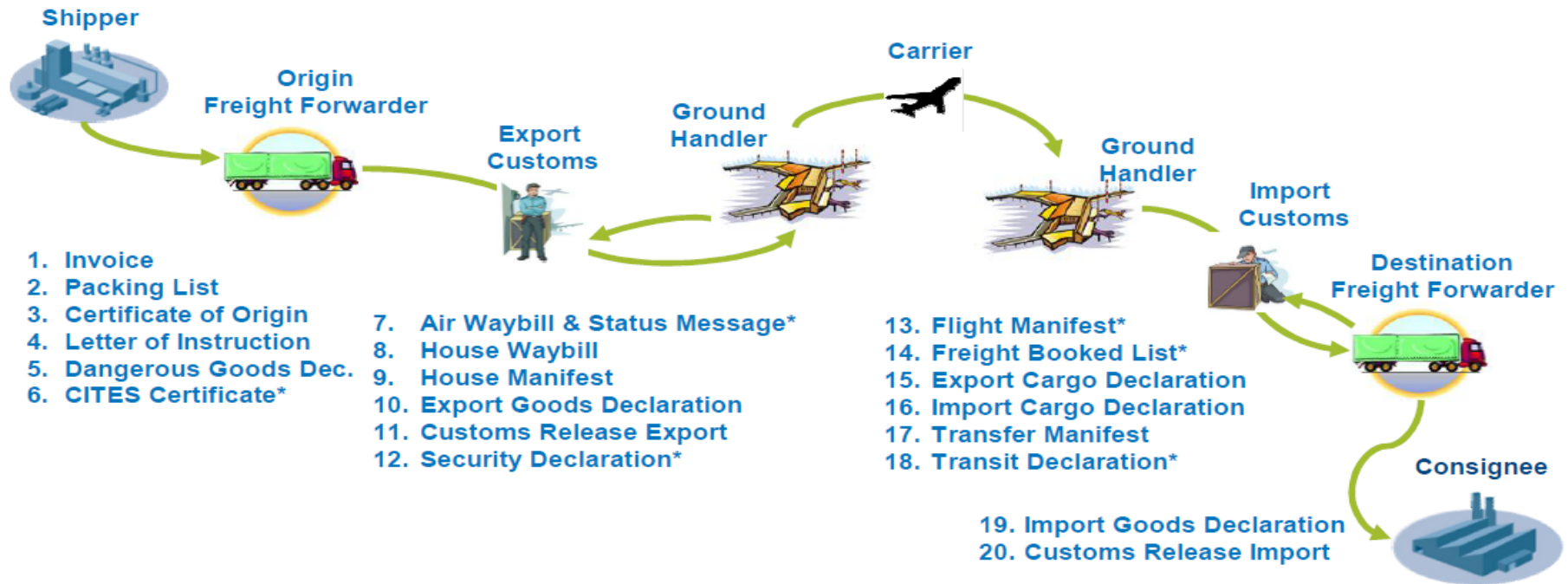


### MOST COMMON STAKEHOLDERS



**MOST COMMON DOCUMENTS**



## HOUSE AIR WAY BILL

Shipper's Name and Address  Company Contact Name Address City Country Tel. number		Shipper's Account Number  Company Tax No.  PO Box Country Code Email		NOT NEGOTIABLE			
Consignee's Name and Address  Company Contact Name Address City Country Tel. number		Consignee's Account Number  Company Tax No.  PO Box Country Code Email		ISSUED BY			
				Copies 1, 2 and 3 of this Air Waybill are originals and have the same validity			
Issuing Carrier's Agent Name and City  Company Contact Name Address City Country Tel. number		Company Tax No.  PO Box Country Code Email		Accounting Information			
Airport of Departure (addr. Of First Carrier) and Requested Routing  To				Reference Number		Optional Shipping Information	
Routing and Destination		to		by		to	
By First Carrier		Routing and Destination		to		by	
Airport of Destination		Requested Flight/Date		Amount of Insurance		INSURANCE: If Carrier offers insurance, and such insurance is requested in accordance with the conditions listed, indicate amount to be insured in figures in box marked "Amount of insurance"	
Handling Information							
SCI							
No. of Pieces RCP	Gross Weight	Kg lb	Rate Class Commodity Item No.	Chargeable Weight	Rate/Charge	Total	Nature and Quantity of Goods (incl. Dimensions or Volume)

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**HOUSE MANIFEST**

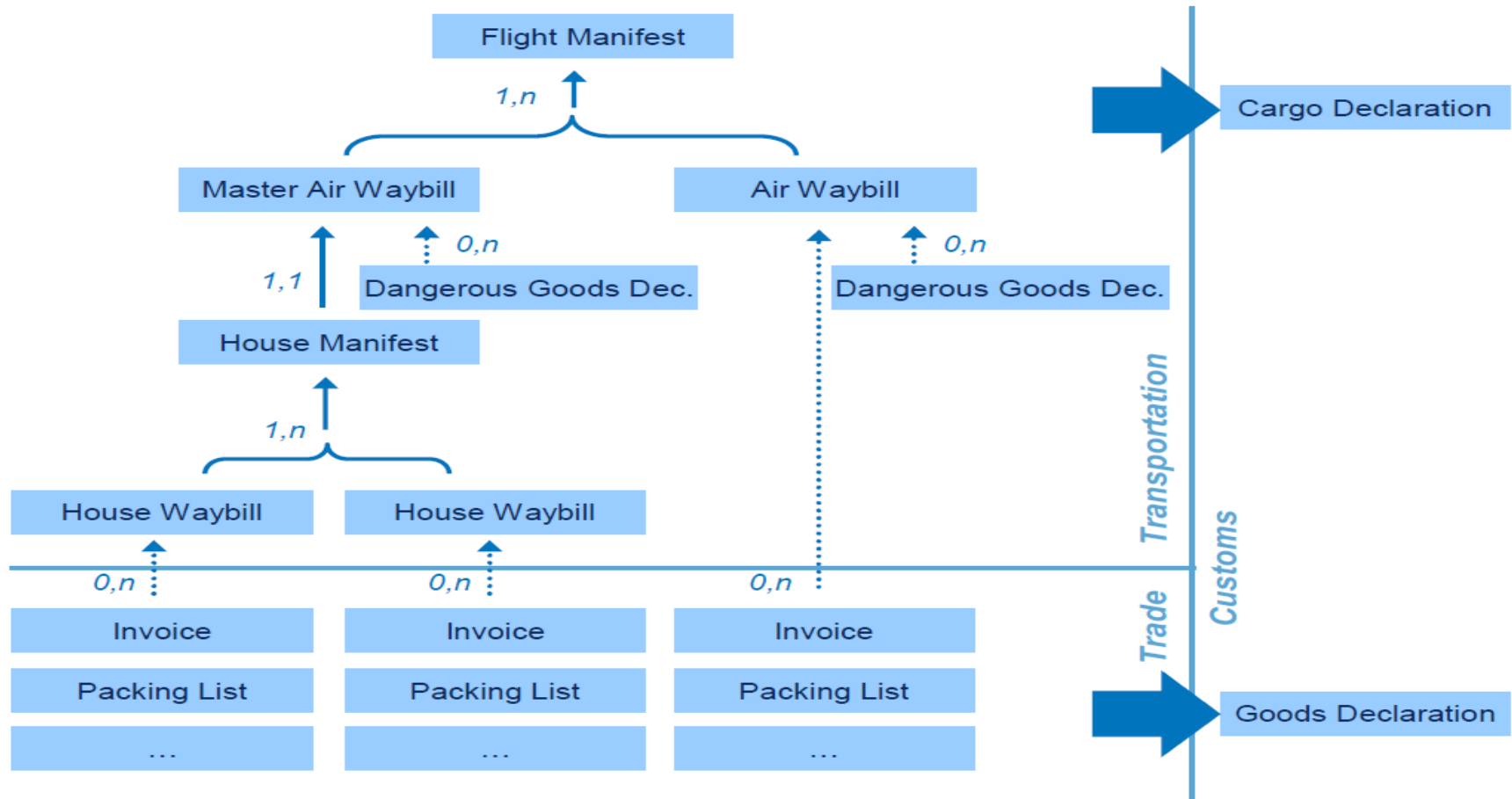
Ref.	Message Content
1	FHL/4
2	MBI/618-12345675SINJFK/T7K10000
3	HBS/AEI12345678/SINJFK/1/K400//COMPUTER PARTS
4	TXT/MODEL 3 MEMORY BOARDS AND OTHER ASSORTED PARTS
3	HBS/AEI12345679/SINJFK/3/K300//COMPUTER PARTS
4	TXT/MODEL 4 KEYBOARDS OTHER ASSORTED PARTS
3	HBS/AEI12345680/SINJFK/3/K300//COMPUTER PARTS
4	TXT/MODEL 5 SCREENS AND OTHER ASSORTED PARTS

**AIR WAY BILL**

Shipper's Name and Address Company Contact Name Address City Country Tel. number		Shipper's Account Number Company Tax No. PO Box Country Code Email		NOT NEGOTIABLE  <b>AIR WAYBILL</b>  ISSUED BY Copies 1, 2 and 3 of this Air Waybill are originals and have the same validity	
Consignee's Name and Address Company Contact Name Address City Country Tel. number		Consignee's Account Number Company Tax No. PO Box Country Code Email		It is agreed that the goods described herein are accepted in apparent good order and conditions (except as noted) for carriage SUBJECT TO THE CONDITIONS OF CONTRACT ON THE REVERSE HEREOF. ALL GOODS MAY BE CARRIED BY ANY OTHER MEANS INCLUDING ROAD OR ANY OTHER CARRIER UNLESS SPECIFIC CONTRARY INSTRUCTIONS ARE GIVEN HEREOF BY THE SHIPPER, AND SHIPPER AGREES THAT THE SHIPMENT MAY BE CARRIED VIA INTERMEDIATE STOPPING PLACES WHICH THE CARRIER DEEMS APPROPRIATE. THE SHIPPER'S ATTENTION IS DRAWN TO THE NOTICE CONCERNING CARRIER'S LIMITATION OF LIABILITY. Shipper may increase such limitation of liability by declaring a higher value of carriage and paying a supplemental charge if required.	
Issuing Carrier's Agent Name and City Company Contact Name Address City Country Tel. number				Accounting Information	
Agent's IATA Code		Account No.			
Airport of Departure (addr. Of First Carrier) and Requested Routing				Reference Number	
				Optional Shipping Information	
To	By First Carrier	Routing and Destination	to	by	to
Airport of Destination		Requested Flight/Date		Amount of Insurance	
				INSURANCE: If Carrier offers insurance, and such insurance is requested in accordance with the conditions thereof, indicate amount to be insured in figure in box marked 'Amount of insurance'	
Handling Information					

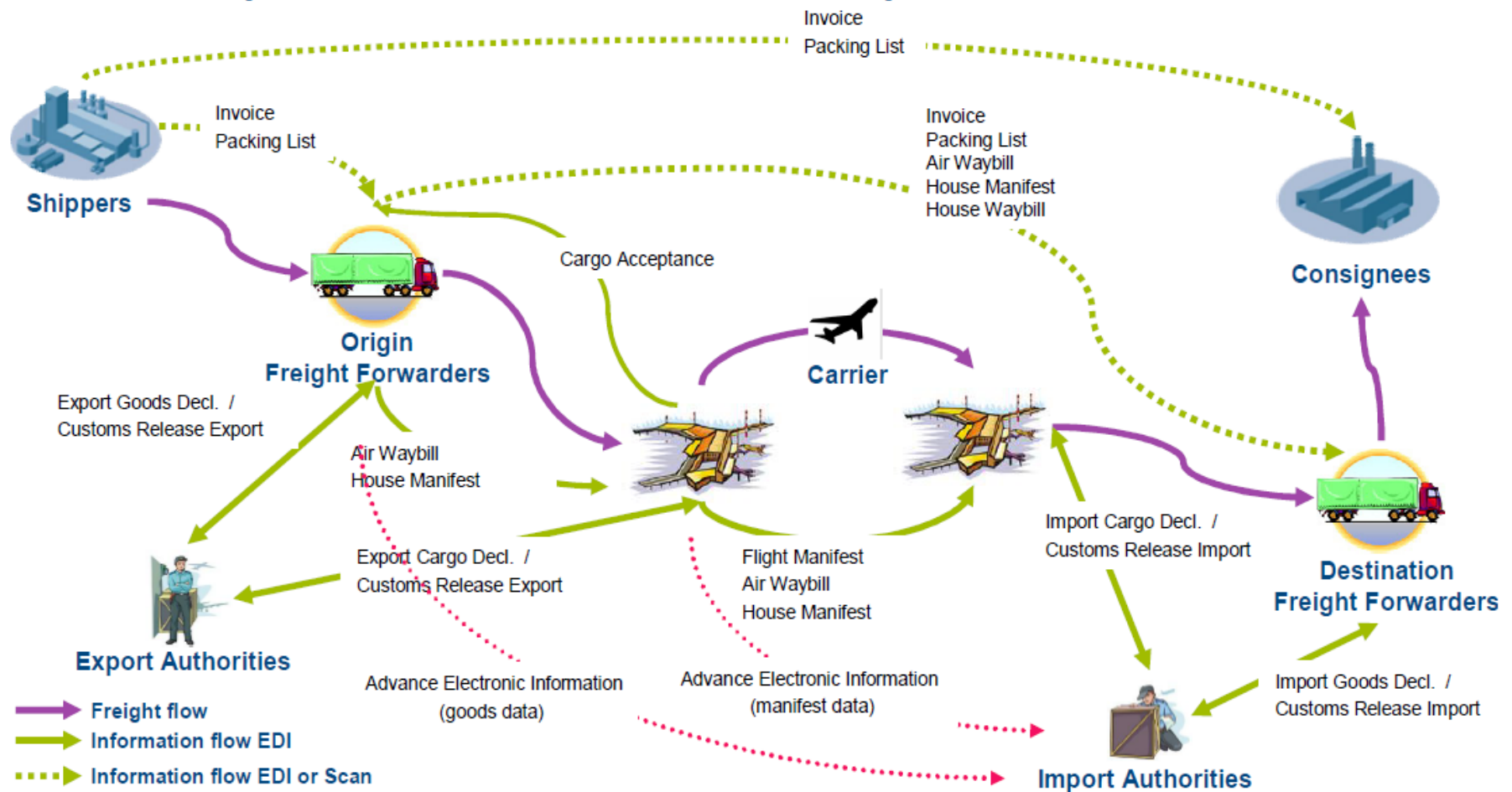


**DOCUMENTARY PROCESS FLOW**



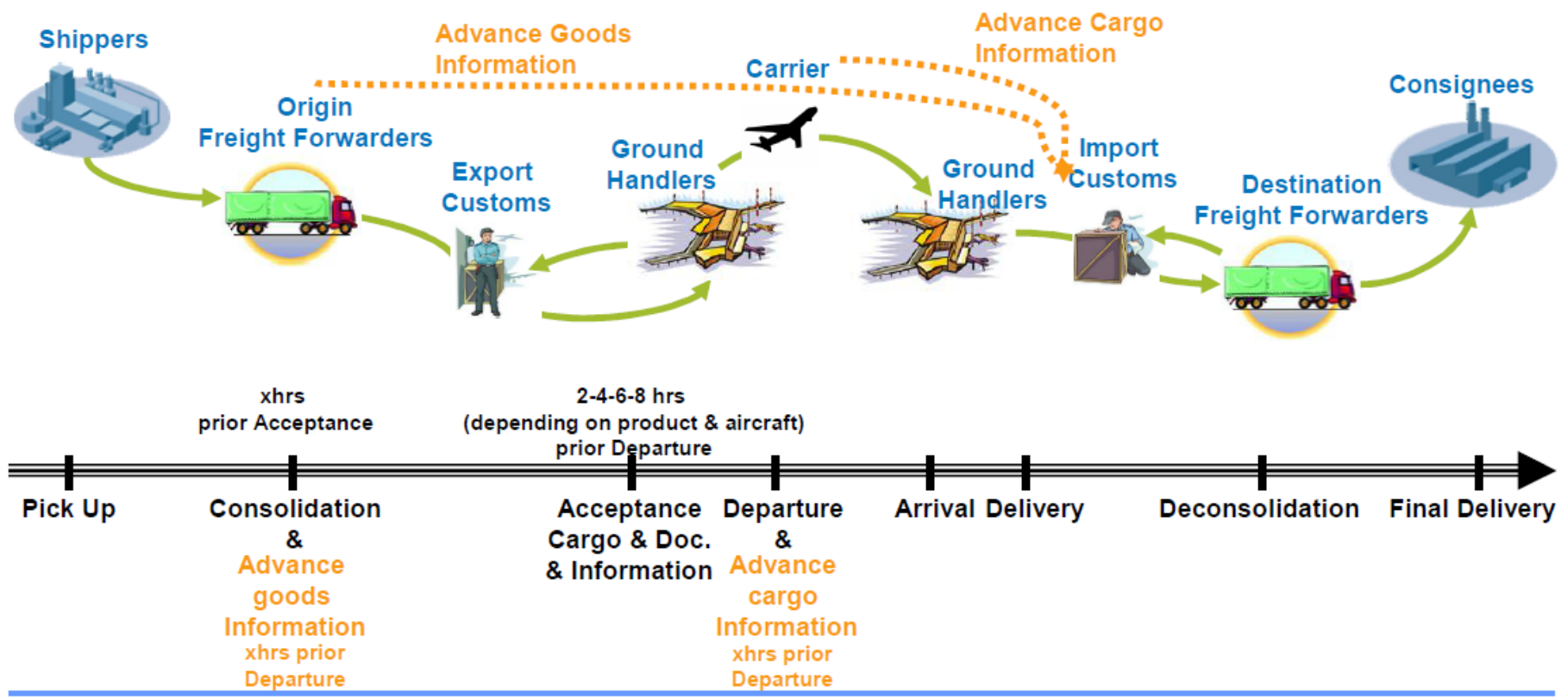
0,n means that there may be no associated documents but possibly more, i.e. zero to many  
 1,1 means that there must be only 1 associated document, i.e. one to one  
 1, n means that there must be at least 1 associated document but possibly more, i.e. one to many

### CONSOLIDATION PROCESS (EXAMPLE)





### ADVANCE ELECTRONIC INFORMATION



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**AVIATION SECURITY MANUAL  
DOC 8973/9  
RESTRICTED**

**13.3 AIR CARGO SECURE SUPPLY CHAIN**

**13.3.1 Overview**

13.3.1.1 The air cargo secure supply chain is a 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.

13.3.1.2 The secure supply chain described in this guidance represents best practices for the screening and securing of cargo for carriage on commercial aircraft (i.e. passenger and/or all-cargo aircraft) and allows for flexibility in the way that States implement their air cargo security programmes. A comprehensive chart describing the air cargo secure supply chain process can be found in Appendix 30 of Security Manual.

13.3.1.3 States are encouraged to follow these best practices to optimize the security outcome and minimize impact on trade facilitation. It is acknowledged that movement towards these best practices, while maintaining compliance with baseline measures, may take time and, in some cases, capacity development to assist States will be an important element of a broader implementation strategy.

13.3.1.4 The key pillars that characterize a secure supply chain are: facility security, personnel security, training, screening, chain of custody and compliance/oversight (quality control). The appropriate authority should ensure that the appropriate security controls associated with each pillar are fully implemented by each of the entities operating within the secure supply chain.

13.3.1.5 Regulated agents, known consignors, account consignors and aircraft operators represent the primary entities in the implementation of a secure supply chain process. Nevertheless, during transport through a secure supply chain, a cargo consignment may be handled by multiple actors or their authorized representatives. Consequently, the purpose of establishing a secure supply chain is to ensure that only cargo and mail screened or secured by the appropriate entities are transported by air.

13.3.1.6 Air cargo consignments which have been subjected to appropriate air cargo secure supply chain measures by the appropriate supply chain entities may be considered as coming from a secure supply chain.

13.3.1.7 In practical implementation, supply chain systems vary based on operational business models. Some entities may control one or multiple nodes of the supply chain and therefore carry out many functions. At the same time, some entities will be involved in end-to-end movement and the control of security from origin to destination.

13.3.1.8 The flow of cargo and mail through the entire supply chain process is constituted by the relationship between various actors. A simple model is demonstrated in handout H 4.6.

## 13.4 KEY ENTITIES

### 13.4.1 Overview

13.4.1.1 Regulated agents, known consignors, account consignors and aircraft operators are the key entities involved in an air cargo secure supply chain system. Handout H 4.6 illustrates the flow of cargo through a secure supply chain until it is loaded onto a commercial aircraft for transport by air.

13.4.1.2 States should enact appropriate legislation or regulatory frameworks that establish security requirements for these key entities. The legislation or regulatory framework should define the approval and revocation process for entities wishing to operate within the secure supply chain and clearly outline the roles, responsibilities and security measures to be applied by these entities to enable the effective implementation of each entity's security programme.

### 13.4.2 Regulated agents

13.4.2.1 A regulated agent is an entity such as a freight forwarder that conducts business with an aircraft operator and provides security controls that are accepted or required by the appropriate authority in respect of air cargo and/or mail. An aircraft operator may also act as a regulated agent. States should establish a process for the approval of regulated agents and establish a database or list of approved regulated agents. A regulated agent approval process model can be found in Appendix 31 of Security Manual.

13.4.2.2 The purpose of the regulated agent concept is to place the emphasis for the practical implementation of security controls on regulated agents and ensure the security of the movement of air cargo and mail through the supply chain, rather than screening all cargo at the airport of departure.

13.4.2.3 Regulated agent status should provide assurance to aircraft operators regarding the standard of security controls applied to cargo and mail consignments received from a regulated agent.

13.4.2.4 Prior to being approved as a regulated agent, an applicant should develop a regulated agent security programme that is recognized and approved by the appropriate authority of the State in which business will be conducted. Such a programme may be in one of two forms:

- a) a regulated agent security programme developed by an entity such as an aircraft operator or freight forwarder, which is subsequently approved by the appropriate authority; or
- b) a model security programme developed by the appropriate authority for acceptance and implementation by entities wishing to operate as regulated agents.

13.4.2.5 Once the regulated agent security programme has been recognized as compliant with national requirements, an applicant should be inspected by the appropriate authority, or by an entity approved to act on its behalf, to confirm that:

- a) physical and procedural security standards comply with regulatory requirements as determined by the appropriate authority;
- b) a regulated agent security programme has been developed for approval by the appropriate authority;

c) a security training programme, including refresher training at specified intervals for those involved in the handling of cargo and mail or having unescorted access to secure air cargo and mail, has been developed for approval by the appropriate authority; and

d) background checks of employees with access to secure air cargo and/or related documentation have been carried out.

13.4.2.6 Upon successful completion of the inspection by the appropriate authority, or by an entity approved to act on its behalf, an applicant may be approved as a regulated agent. A regulated agent should apply for the renewal of its status by the appropriate authority at regular intervals that should not exceed five years.

13.4.2.7 Where a regulated agent is authorized to designate or approve known consignors and/or account consignors as an independent validator on behalf of the appropriate authority, the appropriate authority should be satisfied that the regulated agent is capable of administering this responsibility.

13.4.2.8 Once an applicant meets the necessary requirements, the appropriate authority may declare the entity as a regulated agent and add its name to the official air cargo database or list administered by the appropriate authority. Further guidance on security requirements for regulated agents, including a regulated agent security programme template, can be found in Appendix 31.

#### 13.4.3 *Known consignors*

13.4.3.1 A known consignor is a consignor who originates cargo and/or mail for its own account and whose procedures meet common security rules and standards set by the appropriate authority sufficient to allow the carriage of cargo or mail on any aircraft.

13.4.3.2 The purpose of the known consignor concept is to place the emphasis for the practical implementation of security controls on the actual shipper or originator of the goods and to ensure the security of air cargo and mail as they move throughout the supply chain. This requires goods to be produced, packaged, stored, transported and handled in a manner that ensures their integrity and protects them from unauthorized interference from the point of origin and throughout the secure supply chain.

13.4.3.3 The known consignor status should provide assurance to regulated agents and aircraft operators regarding the standard of security controls applied to cargo and mail consignments received from a known consignor.

13.4.3.4 Prior to being approved as a known consignor, an entity such as a manufacturer or assembler should develop a known consignor security programme that is recognized and approved by the appropriate authority of the State in which business will be conducted. Such a programme may be in one of two forms:

a) a known consignor security programme developed by an entity such as a manufacturer or assembler, which is subsequently approved by the appropriate authority; or

b) a model security programme developed by the appropriate authority for acceptance and implementation by entities wishing to operate as known consignors.

13.4.3.5 Once the known consignor security programme has been recognized as compliant with national requirements, an applicant should be inspected by the appropriate authority (or an entity authorized to act on its behalf) to confirm that:

- a) physical and procedural security standards comply with regulatory requirements;
- b) a known consignor security programme has been developed for approval by the appropriate authority;
- c) a security training programme, including refresher training at specified intervals for those involved in the handling of cargo, has been developed for approval by the appropriate authority; and
- d) background checks of employees with access to air cargo and/or related documentation are carried out.

13.4.3.6 Once an applicant meets the necessary requirements, the appropriate authority may approve the entity as a known consignor and add its name to the official air cargo database or list administered by the appropriate authority. Guidance on security requirements for known consignors, including a known consignor security programme template, can be found in Appendix 32 of Security Manual.

13.4.3.7 Upon successful completion of the inspection by the appropriate authority, or by an entity approved to act on its behalf, an applicant can be approved as a known consignor. A known consignor should apply for the renewal of its status by the appropriate authority at regular intervals that should not exceed five years.

13.4.3.8 The appropriate authority should maintain oversight of a known consignor's implementation of the required security measures by carrying out periodic inspections, and States may consider also performing unannounced inspections. The appropriate authority may authorize an entity to carry out this function on its behalf. However the appropriate authority should ensure it remains responsible for taking the appropriate enforcement action with respect to a known consignor that is determined to be non-compliant with its security programme.

#### *13.4.4 Account consignors*

13.4.4.1A State may elect to establish relevant legislation that authorizes a regulated agent or aircraft operator to designate a customer or consignor as an account consignor.

13.4.4.2 An account consignor is a consignor who originates cargo or mail for its own account for carriage on all-cargo aircraft only and who applies procedures that meet common security rules and standards set by the appropriate authority sufficient to allow carriage of its cargo and mail only on all-cargo aircraft.

13.4.4.3 The account consignor status should provide assurance to regulated agents and aircraft operators regarding the standard of security controls applied to cargo and mail consignments received from an account consignor.

13.4.4.4 The regulated agent or aircraft operator should implement a process for verifying the

security standards of the account consignor, and the State should articulate the requirements that a regulated agent or aircraft operator will follow to recognize an account consignor.

13.4.4.5 For a regulated agent or aircraft operator to designate a consignor as an account consignor, the consignor should be required to provide information and documentation in accordance with national regulations.

13.4.4.6 The regulated agent or aircraft operator should be required to keep a register of its account consignors including identity, address and the agent(s) authorized to carry out deliveries on its behalf.

13.4.4.7 The appropriate authority should ensure that the regulated agent or aircraft operator who has designated an entity as its account consignor carries out quality control activities, such as audits, to ensure adequate oversight of the account consignor's implementation of required security controls. The appropriate authority or an entity authorized to act on its behalf may also carry out such quality control and oversight activities.

13.4.4.8 If there is no activity relating to the movements of cargo or mail by air on the account of the account consignor within a period of two years, the status of account consignor should expire. If the appropriate authority or the regulated agent is no longer satisfied that the account consignor complies with the applicable security requirements, the regulated agent should immediately withdraw the status of account consignor.

#### *13.4.5 Other actors*

13.4.5.1 Other cargo and mail shipping methods such as maritime, rail and trucking (also referred to as hauliers in some regions) may be integrated into the system. Trucking in this context is defined as long-haul trucking operations. Truck delivery of a consignment between entities in a supply chain (regulated agents, known consignors, account consignors and aircraft operators) should be performed by the entity or its authorized representative (for example, a haulier who meets the requirements of the State's national air cargo and secure supply chain programme), to ensure that consignments are protected from unauthorized interference during ground transport or transfer. Consignments that are not adequately protected during ground transport should be treated as cargo having left the secure supply chain and subsequently be subjected to screening before being loaded onto an aircraft engaged in commercial air transport operations.

### AVSEC SECURE SUPPLY CHAIN

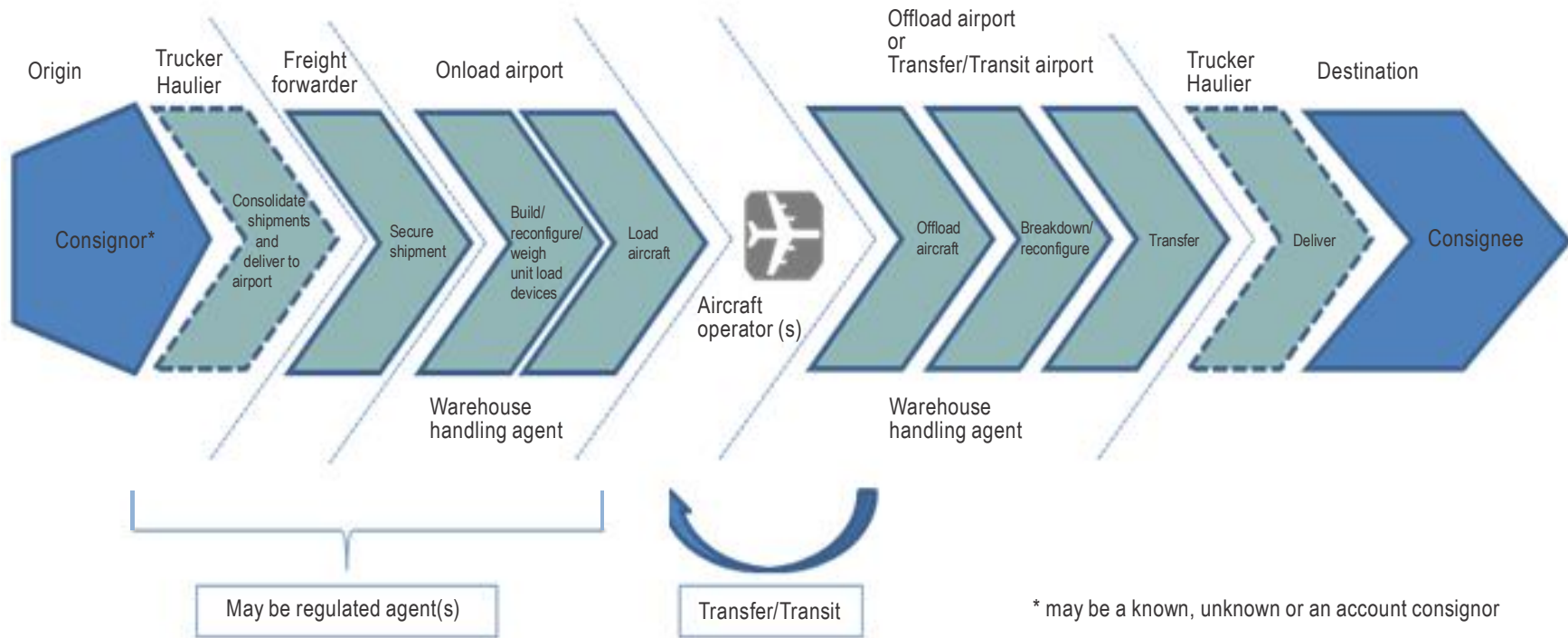


Figure 13-1. Air cargo supply chain

### AVSEC SECURE SUPPLY CHAIN SCENARIOS

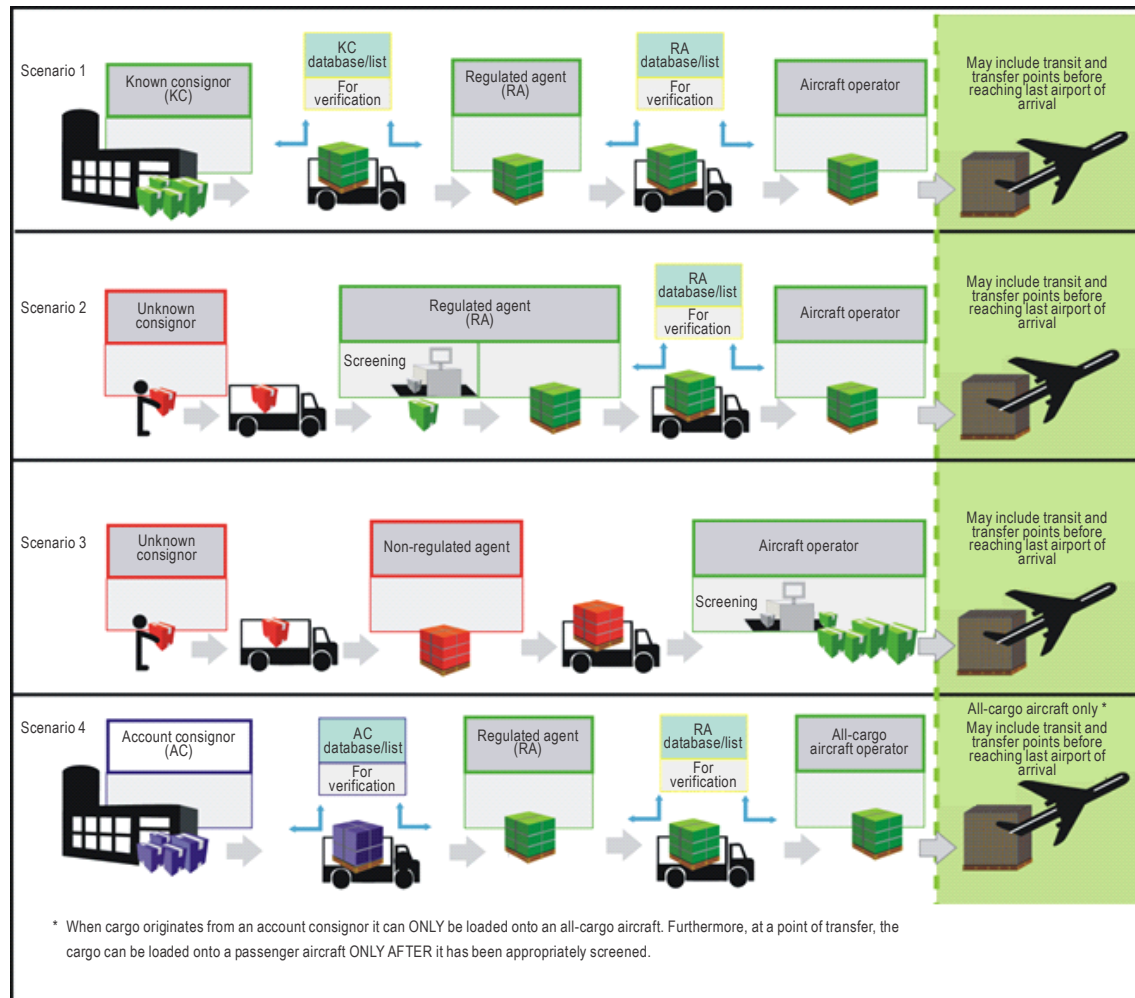


Figure 13-2. Movement of cargo and mail through a secure supply chain