

BRUcargo Ready for Carriage procedure

*Based on the European implementing regulation 2017/815 of 12 may 2017 :
Amending implementation regulation (EU) 2015/1998 as regards clarification,
harmonisation and simplification of certain specific aviation security measures*

1 INTRODUCTION















As of October 1, 2020, a standardized 'Ready for carriage' / delivery procedure will be used by all handling agents at Brussels Airport Cargo.

The procedure, as described below, has been agreed upon by the Airline, Forwarder & Ground Handling Cluster and can be adjusted to be:

- In accordance with IATA regulations
- In accordance with BCAA regulations

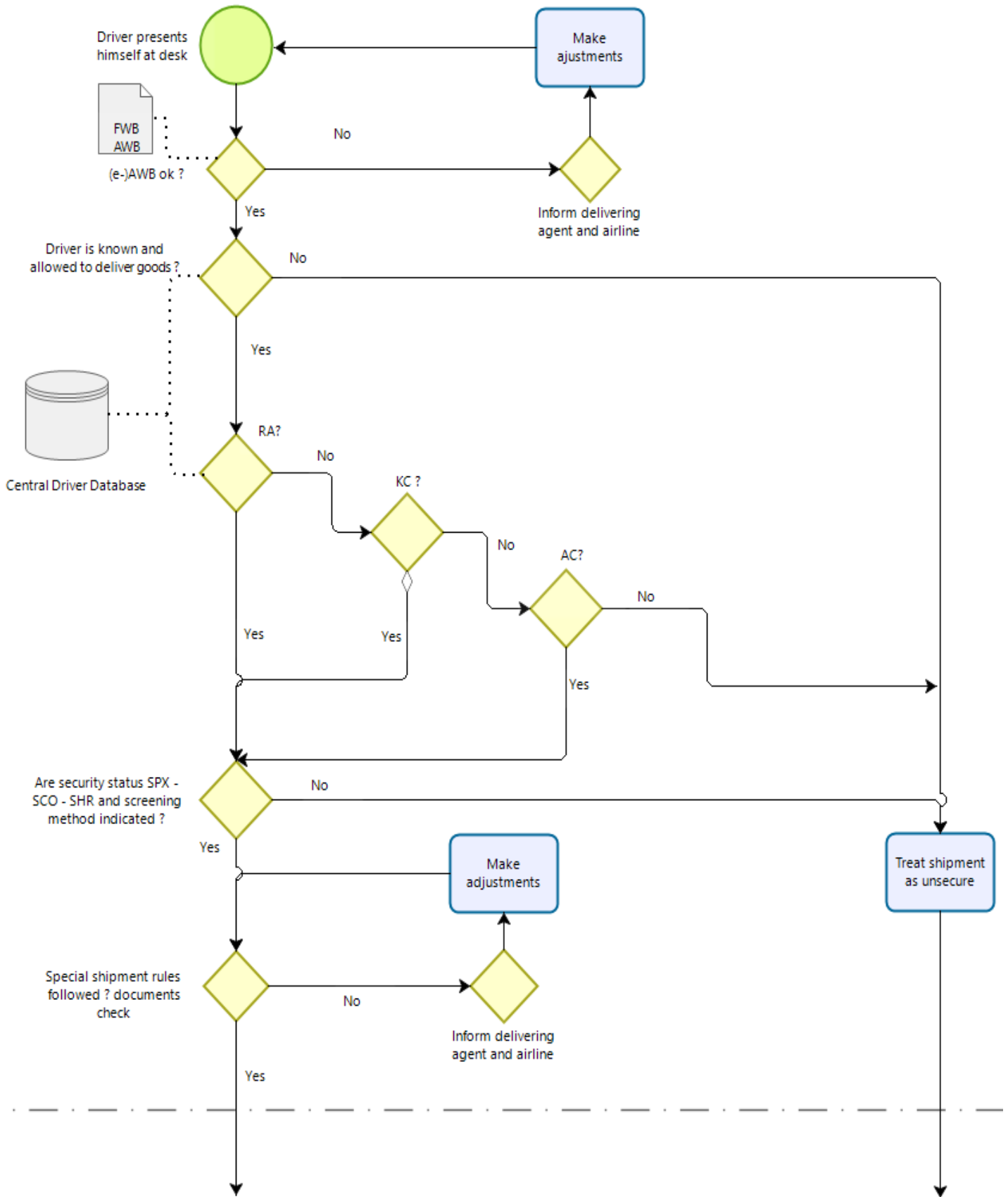
Other adjustments and additions can be proposed by the clusters. However, they have to be approved by the other clusters in order to be incorporated in the procedure.

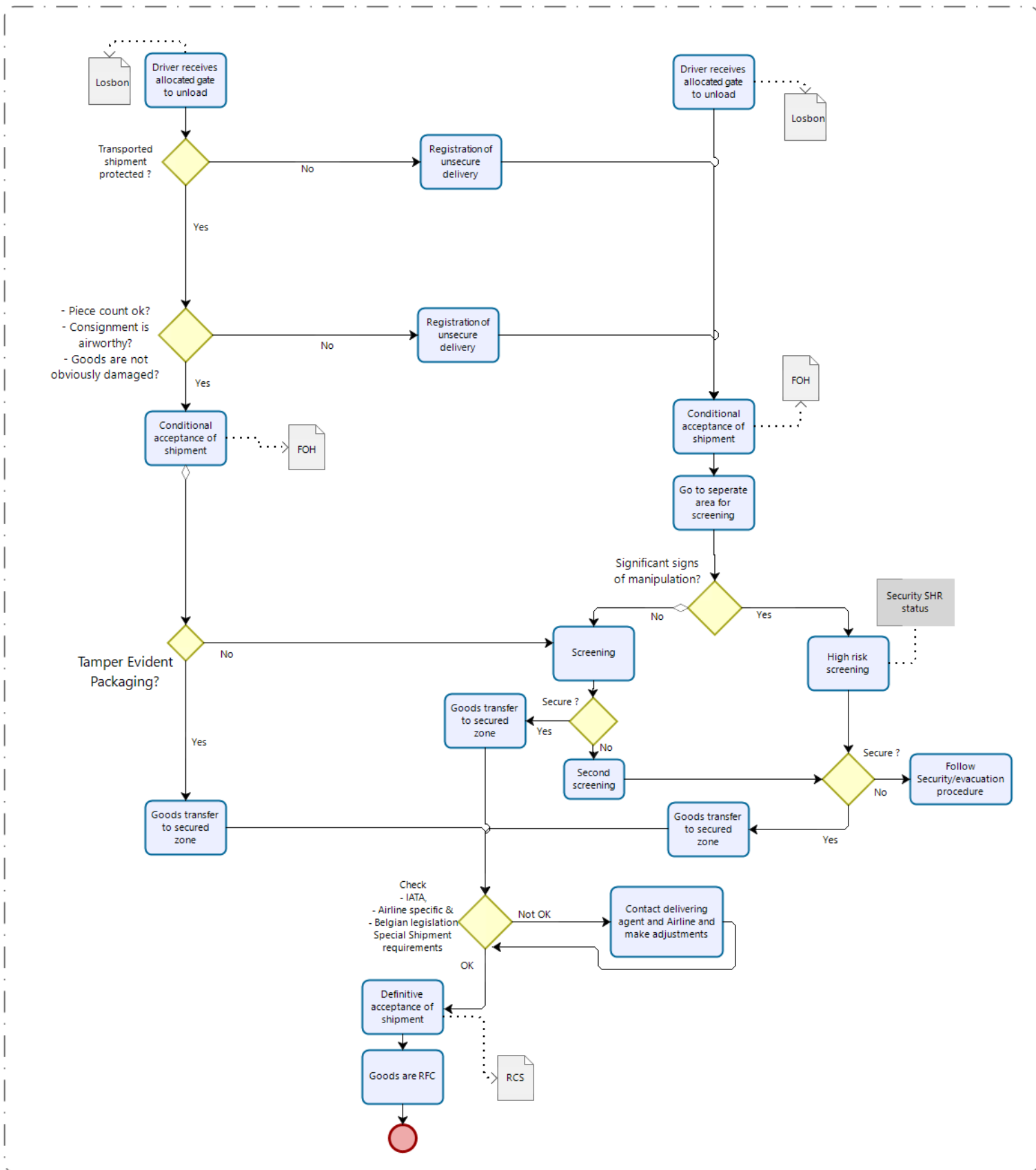
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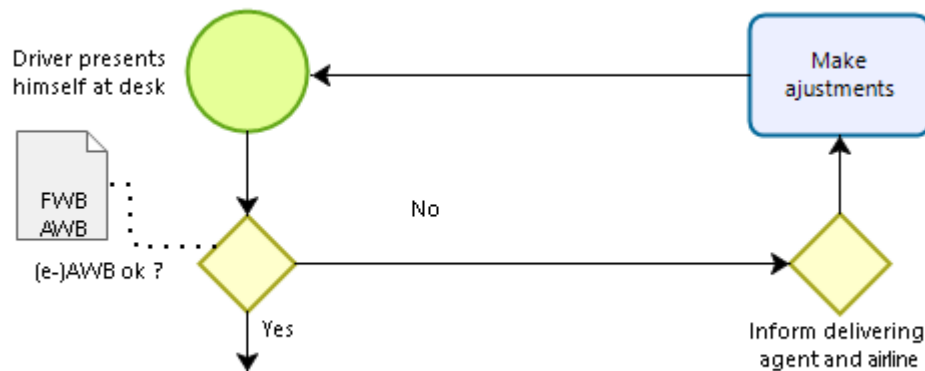
3 OVERVIEW





4 PROCES ELEMENTS

4.1 Documents check



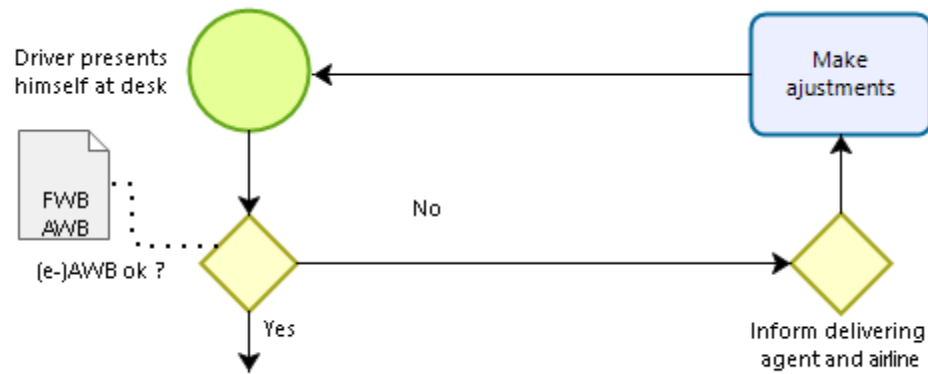
○ Driver presents himself at desk or at the kiosk

The delivering driver presents himself with his/her ID-proof and accompanying (e-)documents at the ground handling agent's reception desk (or at the kiosk if the handling agent has received the FWB beforehand) where the following checks are performed :

- Who is the delivering entity ?
- Define relation between driver and principal (6E)
- Who transported the shipment ?
- What is the security status ?
- Customs status/approval ok ?

◇ (e-) AWB ok ?

The fundamental principle of RFC is that the shipment and its accompanying AWB document or FWB (with pouch EAP or without pouch EAW) are delivered **simultaneously**. (Not in advance and certainly not after the delivery.)



If the delivering driver does not have the accompanying paper AWB form or the necessary FWB message has not been received by the handling agent while the driver presents him/herself at the reception desk, the shipment must be rejected.

◇ inform delivering agent and airline

If the shipment and its accompanying documents are not delivered simultaneously, the shipment cannot be accepted and the delivering agent has to be informed immediately.

□ Make Adjustments

If the (e-)AWB is not complete or incorrect, the necessary adjustments must be made. The driver presents him/herself at the handling agent's reception staff again, the moment the documents are corrected.

Central Driver Database (CDDDB, freightstation)

The Central Driver Database is the database, used by all handling agents at BRUcargo for the identification and authorisation of delivering drivers.

There are 2 options to perform the driver identification at the handling agents facilities:

- The handling agent is using an online web-application
- The check is conducted at a self-service system

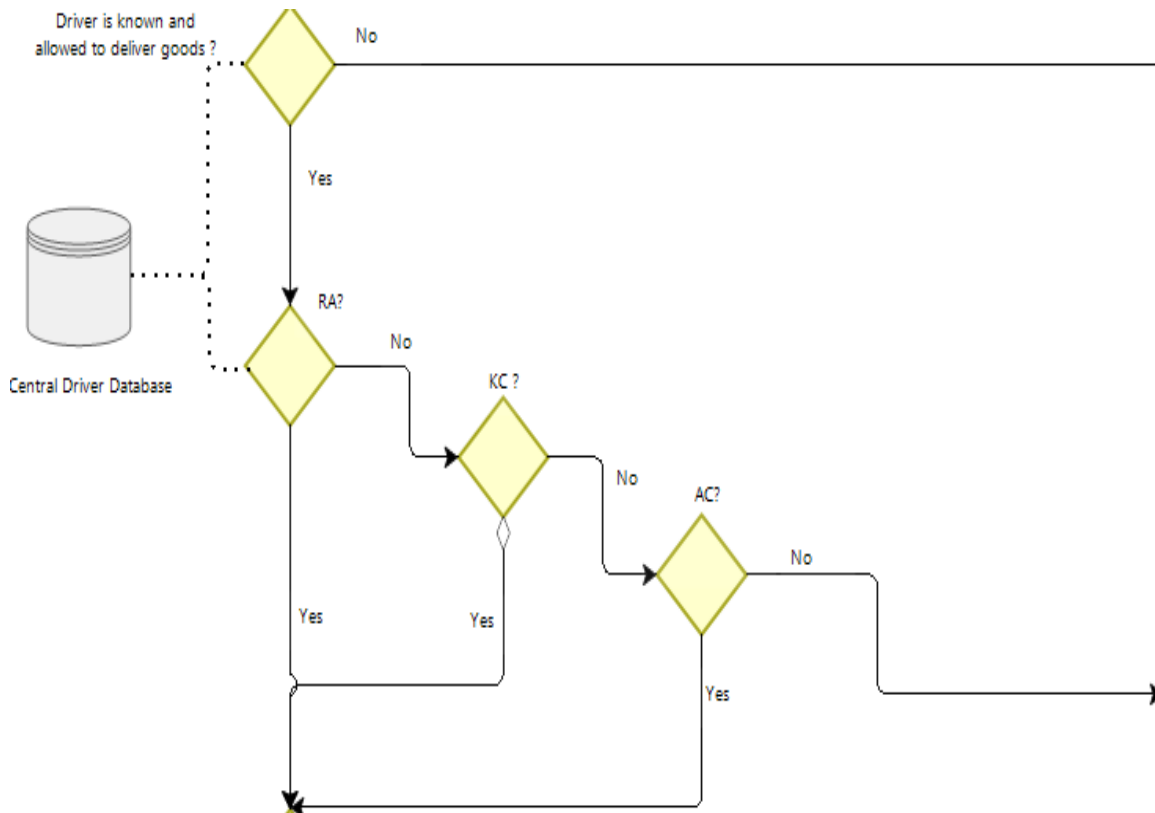
In the Central Driver Database, haulier agreements are recognized as well.

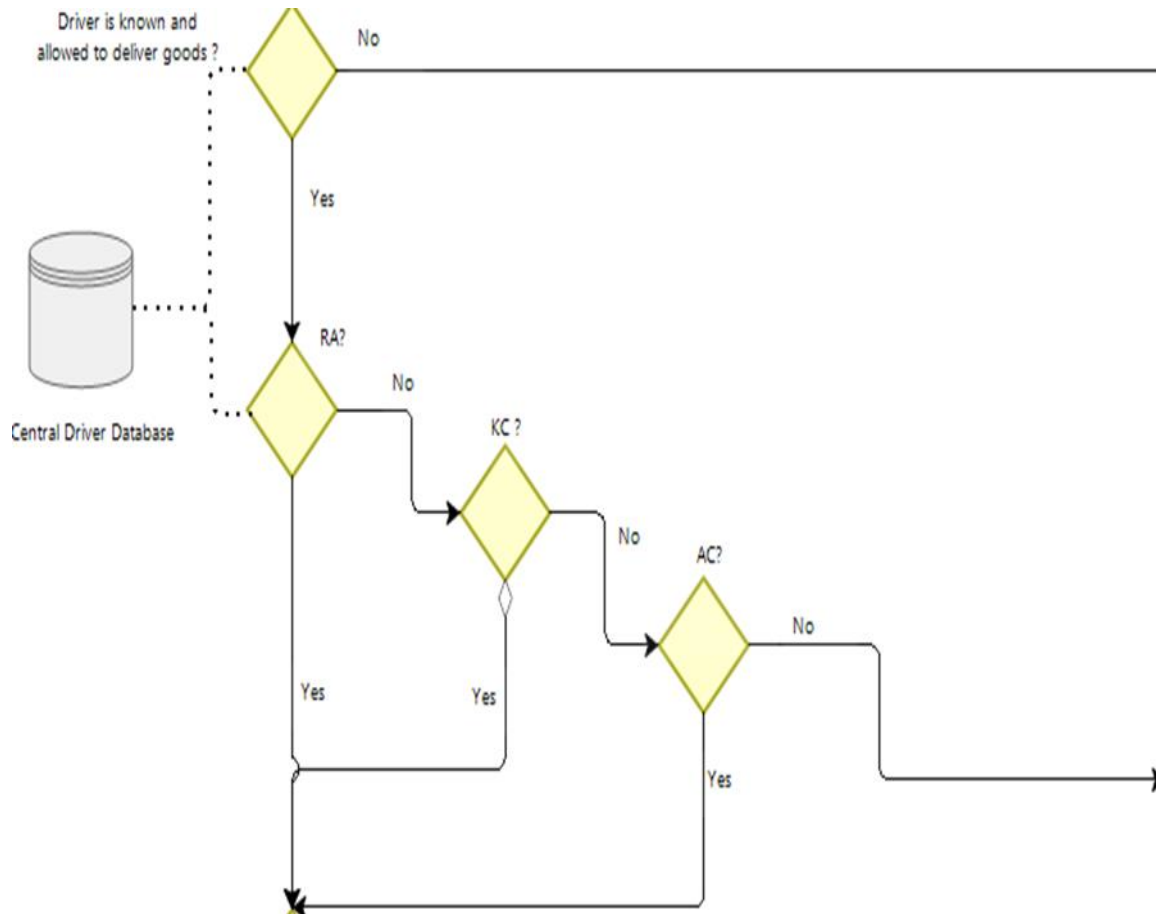
Is the driver known and allowed to deliver goods ?

The identity of the driver is checked through the driver database (freightstation platform). This check is done based on the driver's official identification document and influences the way the shipment is treated.

If the driver is recognized, the system will automatically verify whether the driver works for a company with an active Regulated Agent / Known Consignor status. In this case, the driver will be able to deliver secured freight. If the driver is not recognized or the company has no active RA / KC status, the consignment will be considered as unsecure.

The Handling Agents reception staff verifies whether the delivering driver is using his/ her own identification documents. In case a self-service system (e.g. Kiosk) is being used, the ID details (including a picture) are printed on the delivery note/ 'losbon', in order to be verified by the warehouse employees of the Ground Handling Agent.





◇ RA ?

Is the identified driver delivering for a Regulated Agent ?

The check is done based on the European RAKC-Database: Automatically through the Central Driver Database (Freightstation)

◇ KC ?

If the identified driver is not delivering for a Regulated Agent, is he delivering for a Known Consignor ? The check is done based on the European RAKC-Database: Automatically through the Central Driver Database (Freightstation)

◇ AC ?

If the identified driver is not delivering for a RA or KC, is he delivering for an Account Consignor by the RA ?

If the driver is not delivering for an Account Consignor the shipment must be treated as unsecure.

* Note that the European commission's implementing regulation 2017/815 states that starting from June 1st 2017 no new Account Consignors can be appointed and that this AC status will expire completely on June 30, 2021.

◇ Is security status SPX – SCO – SHR indicated ?

Security status **and** screening method are indicated on accompanying documentation (Cargo Security Declaration / CSD) or stated in the e-data (FWB) ?

➤ **Security status**

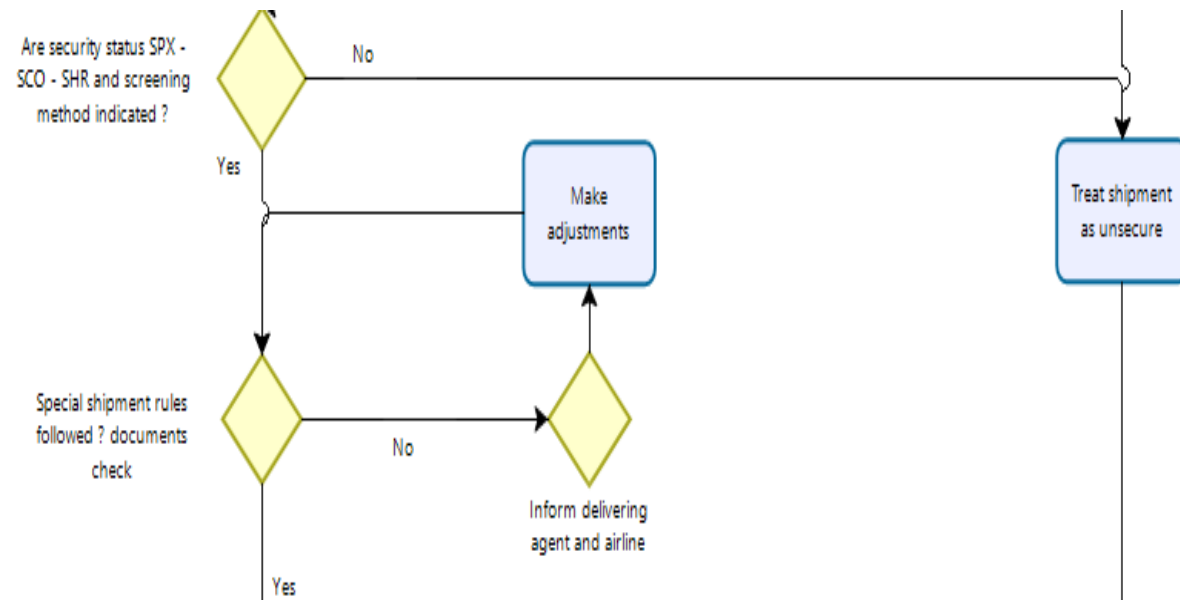
- SPX : Secure for passenger, all-cargo and all-mail aircraft
- SCO : Secure for all-cargo and all mail aircraft only
- SHR : Secure for passenger, all-cargo and all-mail aircraft in accordance with high risk requirements.

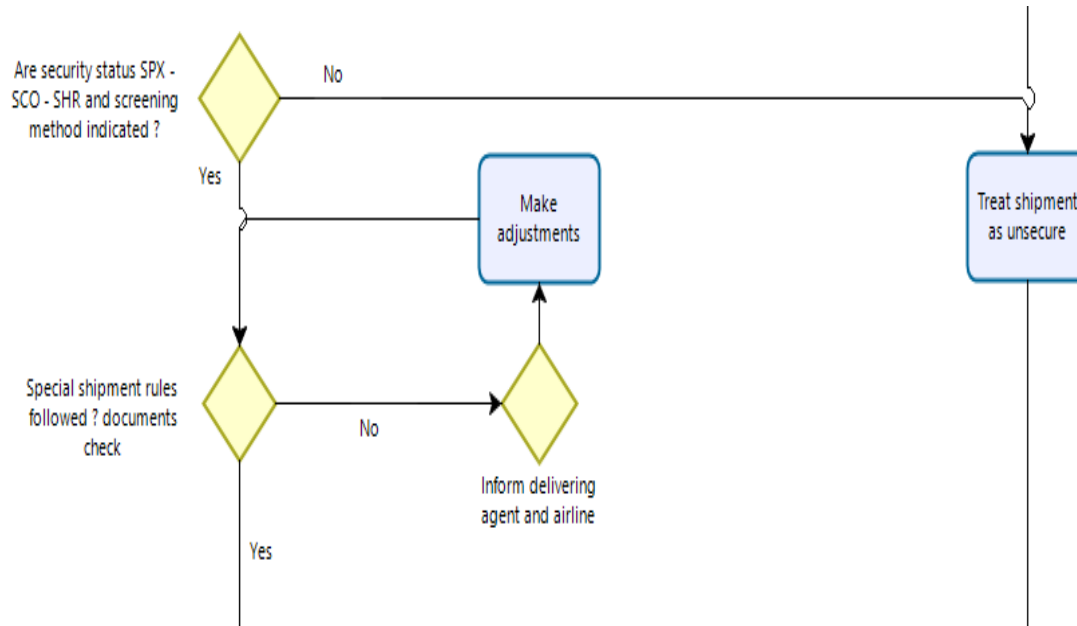
➤ **Screening method**

- PHS: Hand search
- XRY: X-ray
- EDS: Explosive detection systems
- EDD: Explosion detective dogs

□ **Treat shipment as insecure**

If the security status and screening method are not indicated on the accompanying documentation or not stated in the e-data (FWB) and/or the driver is not allowed to deliver secured freight, the shipment is treated as insecure.





◆ Special shipment rules followed ? Documents check

For special cargo shipments additional accompanying documents are mandatory to be in accordance with IATA's regulations.

◆ Inform delivering agent and airline: Special shipment doc

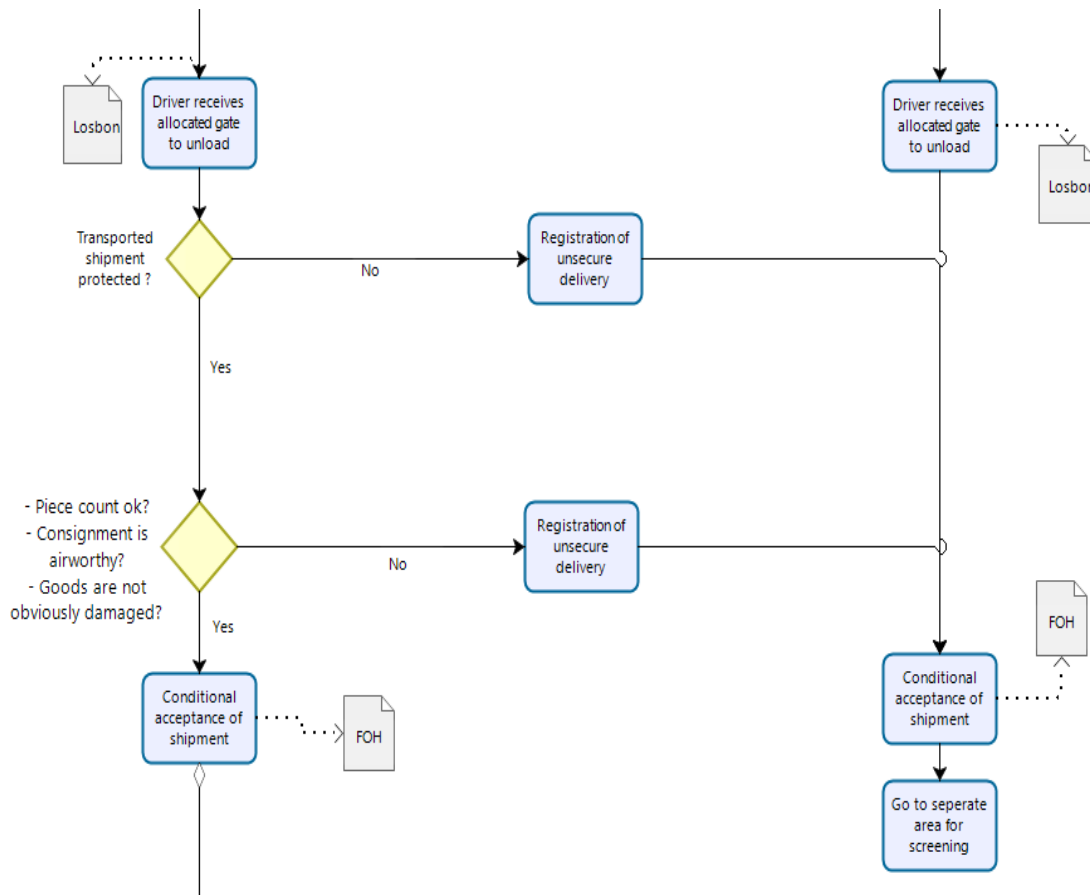
If the shipment and the accompanying special shipment documents are not delivered simultaneously, the delivering agent (driver) must be informed immediately. The airline will be informed afterwards.

□ Make Adjustments

If the special shipment documents are incorrect or not complete, the necessary adjustments to the documents must be made.

In the meantime, the shipment follows the SOP. However, it will not be possible to send out the RCS message if the delivering agent has not corrected / delivered the necessary documentation in time.

4.2 Physical check



□ Driver receives allocated gate to unload

The delivering driver receives approval and is allocated a gate to unload the freight as per internal GHA procedure.

This approval is confirmed by the delivery note ("losbon"), the delivering driver receives, which indicates if a delivery is (un)secured based on administrative and documentary checks. (Is driver known and allowed to deliver, is AWB complete and correct?)

The handling agent's acceptance staff checks the freight and performs the primary security checks as described below, which can influence the (un)secured status of the shipment.

Within the acceptance procedure, a green lane is created for those who are using the digital solutions.

Slot Booking app (SBA):

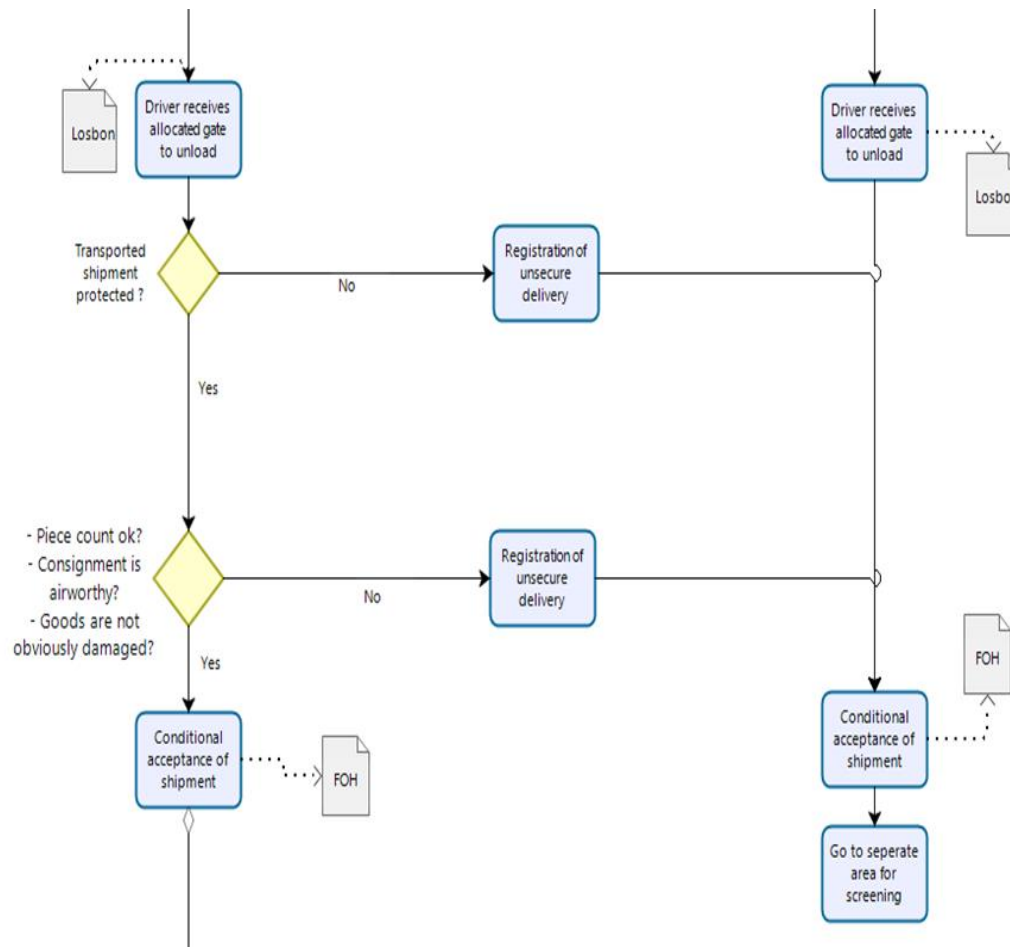
If a slot is booked, the driver will have a specific timeframe and gate to unload the goods. By using the SBA, the delivering entity is sure that the acceptance staff will be available during the booked time slot.

Without Slot Booking App:

Drivers delivering without a slot will be placed in a queue. They will have to wait until the acceptance staff is available before they receive a gate to unload.

◆ Secured transportation?

When delivering secured freight, the transport should be secured as well. Both closed & open transport can be secured.

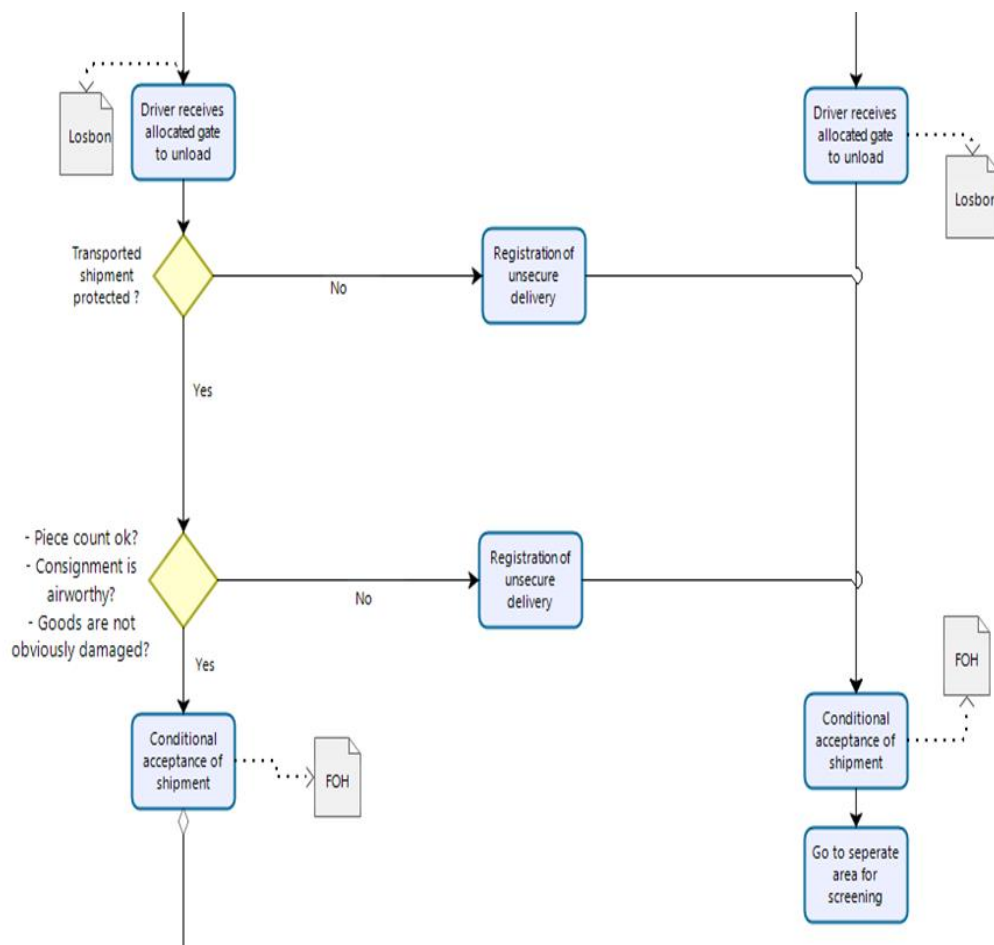


Closed transport

- The delivering agent is responsible for a locked truck.
- During the registration & screening of the driver the access to the loading compartment of the vehicle remains inaccessible for unauthorized persons.
- After the registration of the driver he returns to the truck which must be opened in presence of the handling agent acceptance staff.
- The driver remains at the truck at the handling agents acceptance area until the goods are fully unloaded and accepted after which the responsibility over secure cargo is handed over to the handling agent.

Open transport

- Open transport is secure if it is escorted by a second person from the delivering party (Physically present, watching over the shipment in order to protect & control the shipment.)
- During the registration & screening of the driver, the escorting person remains at the open truck to avoid unauthorized access.
- After the registration, the driver returns to the truck and makes sure the freight was never unattended until the load is offloaded and accepted in the warehouse of the receiving RA handling agent
- The registered driver also points out the escort that remained at the truck while he was being screened by the GHA's acceptance staff.



If the handling agent sees evidence that the transport was not correctly protected, the shipment will be treated as unsecure!

Registration of unsecure delivery

The GHA staff will mention the violation directly to the driver. In accordance, the shipment will be screened by the GHA, who can charge the necessary costs.

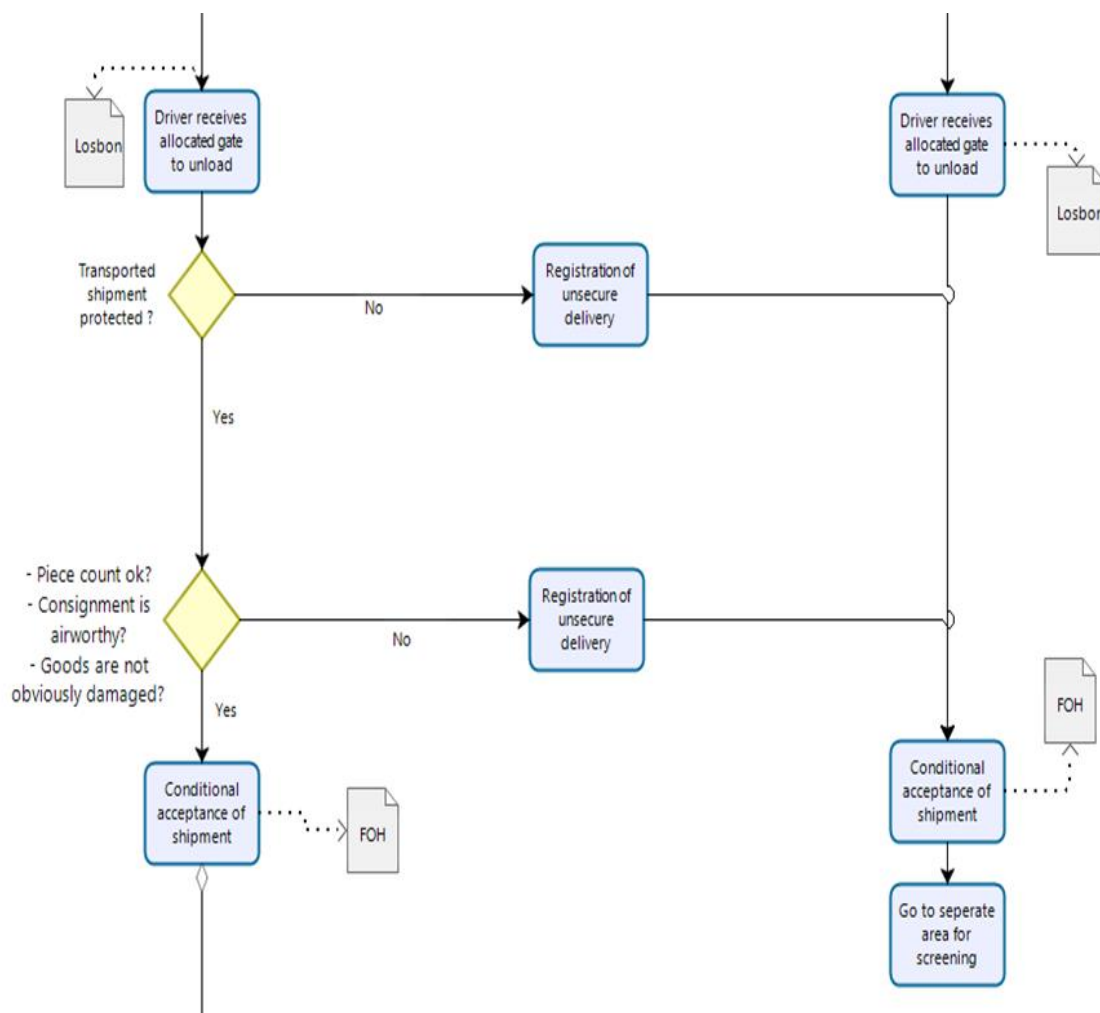
In case a digital solution is being used to perform the different acceptance checks, the FWDR responsible can be notified immediately.

- ◆ Piece count?
- ◆ Consignment is airworthy?
- ◆ Goods are not obviously damaged?

If the transported consignment was protected correctly, the driver starts the unloading of the freight. The freight has to be placed in order that the acceptance staff has the possibility to clearly see all sides.

A final check of the consignment by the driver has to be performed in advance in the warehouse of the delivering entity or at the latest in the truck. Once a consignment has entered the Ground Handling Agents facilities, it cannot be taken back, unless it is 'officially' being picked-up.

If the shipment is being delivered again, the delivery process has to be followed from the beginning.



Once the delivering agent has finished unloading, the GHA acceptance staff will perform the acceptance checks based on the following questions:

- Is the piece count correct?
- Is the consignment airworthy packaged?
- Are the goods not obviously damaged?

The delivering driver has to stay on site until the acceptance staff confirms the FOH.

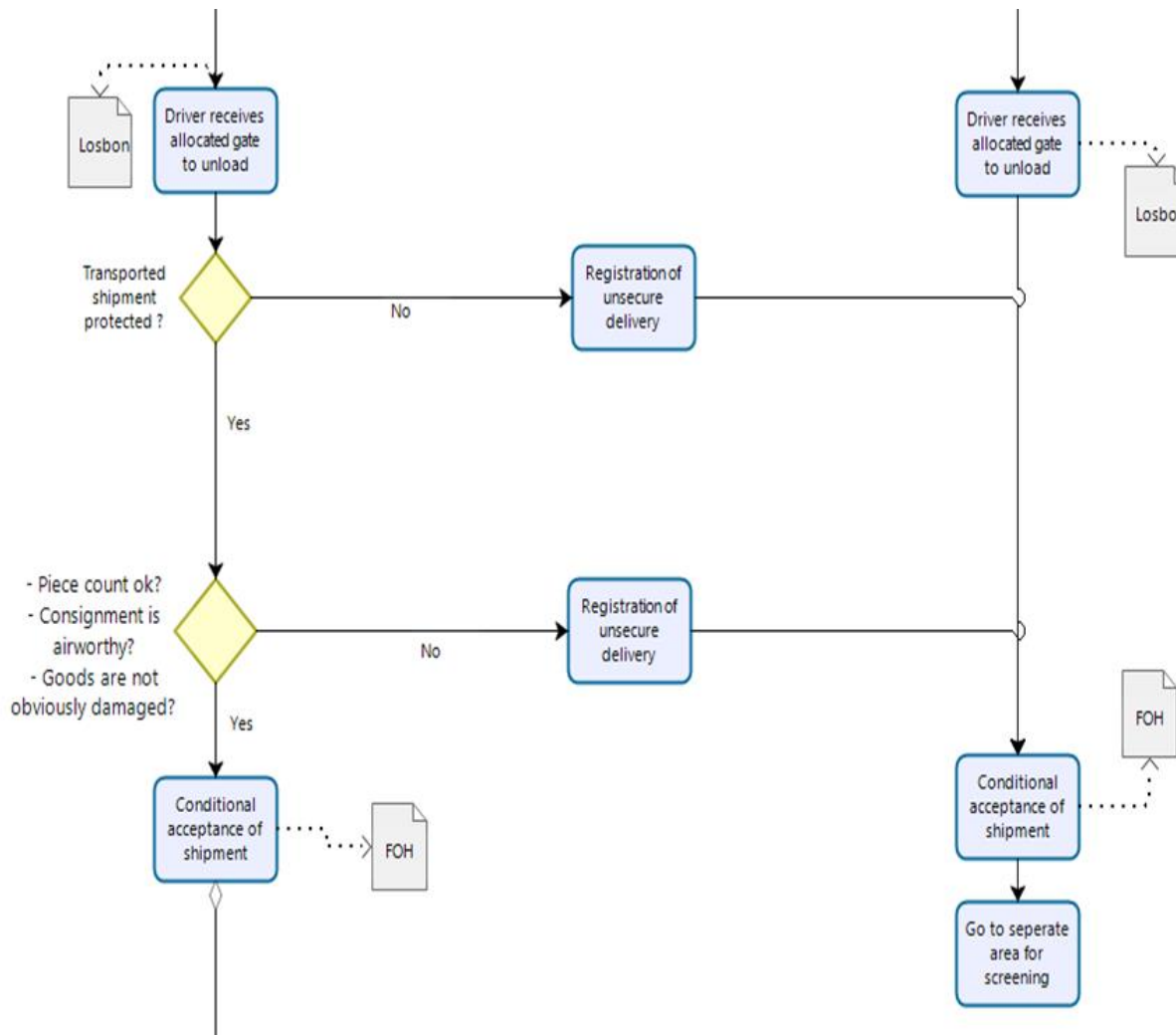
□ Registration of unsecure delivery

In case the piece count is incorrect, there are 2 options:

- Pieces are missing, which will not affect the security status
- There are too many pieces, which results in the shipment being unsecure.

If 'no' can be answered on one of the other questions, the shipment cannot be accepted as secure.

Unless the shipment is officially being picked-up, the GHA can charge the necessary costs to make the shipment Ready for carriage.



◆ inform delivering agent and airline

The receiving agent will always, immediately inform the delivering agent that the shipment is treated as unsecure and will be screened. The airline will be informed afterwards (by means of a screening list).

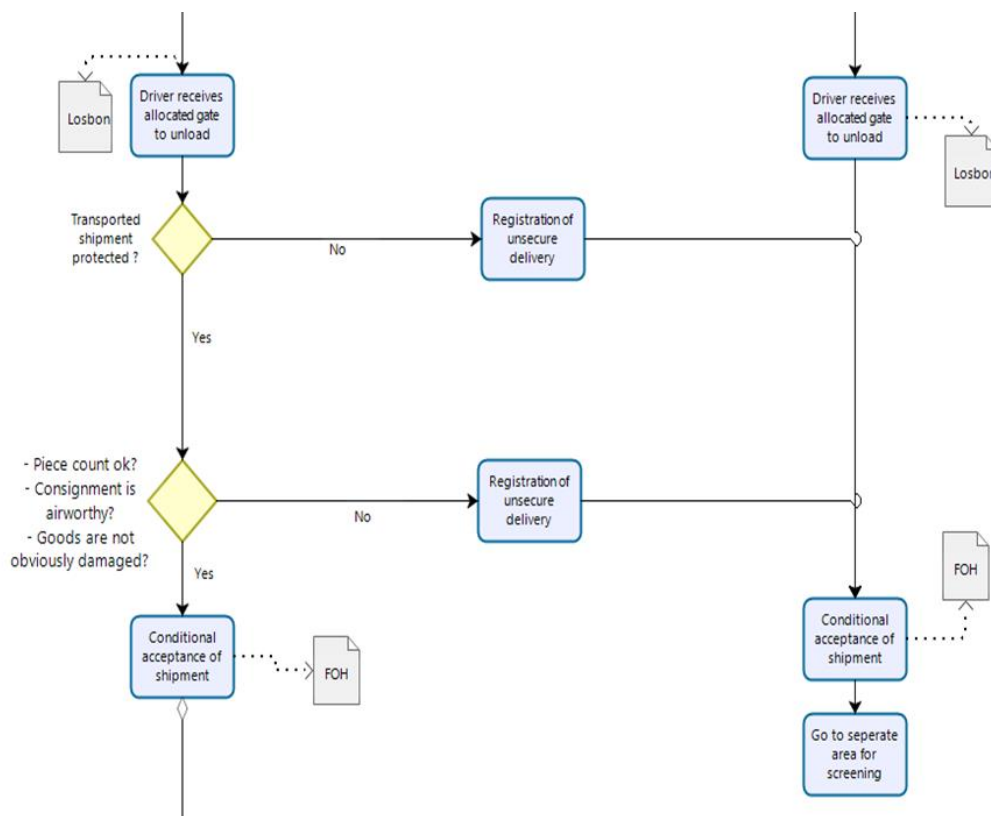
The shipment will be returned to sender if specific instructions are received.

□ Conditional acceptance of shipment

When the shipment is unloaded in the warehouse of the receiving RA (GHA) and the 'conditional acceptance checks' are performed, the responsibility of the delivering RA or consignor is handed over to the GHA and is confirmed by the FOH – Freight on Hand – message.

This is an electronic message, automatically sent to the airline, who needs to inform the forwarding agent.

Once the FOH message has been received, the shipment is pending the ready for carriage determination. This means that all other acceptance checks (tamper evident, DGR, AVI,...) are yet to be completed.



Slot Booking App:

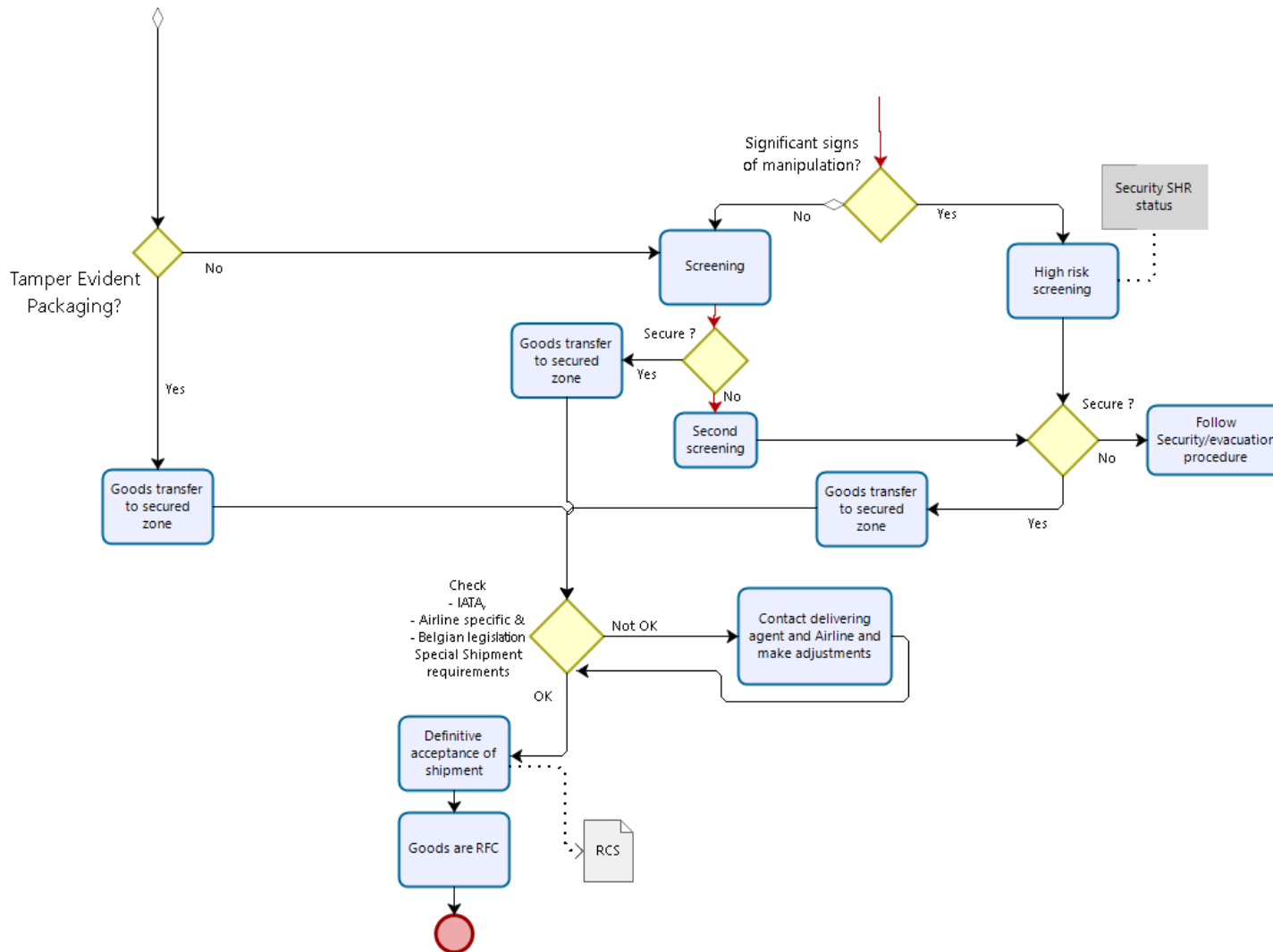
Entities using the SBA are guaranteed that they will be helped during the booked time slot. The handling agents **aim** to confirm the FOH within the hour after the shipment was unloaded.

No Slot Booking App:

Drivers delivering without a slot will be placed in a queue. They will be allocated a gate when the GHA acceptance staff is available. The handling agents **aim** to confirm the FOH within the hour after the shipment was unloaded.

** Both the FOH and RCS messages are send directly to the airline, who is obliged to inform the Forwarder.*

Air Cargo Belgium will create a list of all airlines who agree that the GHA can directly send these messages to the Forwarder. In addition, Handling agents might use Freight Management App to confirm several key timestamps of which one is the conditional acceptance



□ Go to separate area for screening

Shipments treated as unsecure always go to a separate screening area.

◇ Tamper evident packaging?

After the FOH confirmation, the shipment will be subjected to the acceptance checks. One of these checks is the tamper evident check.

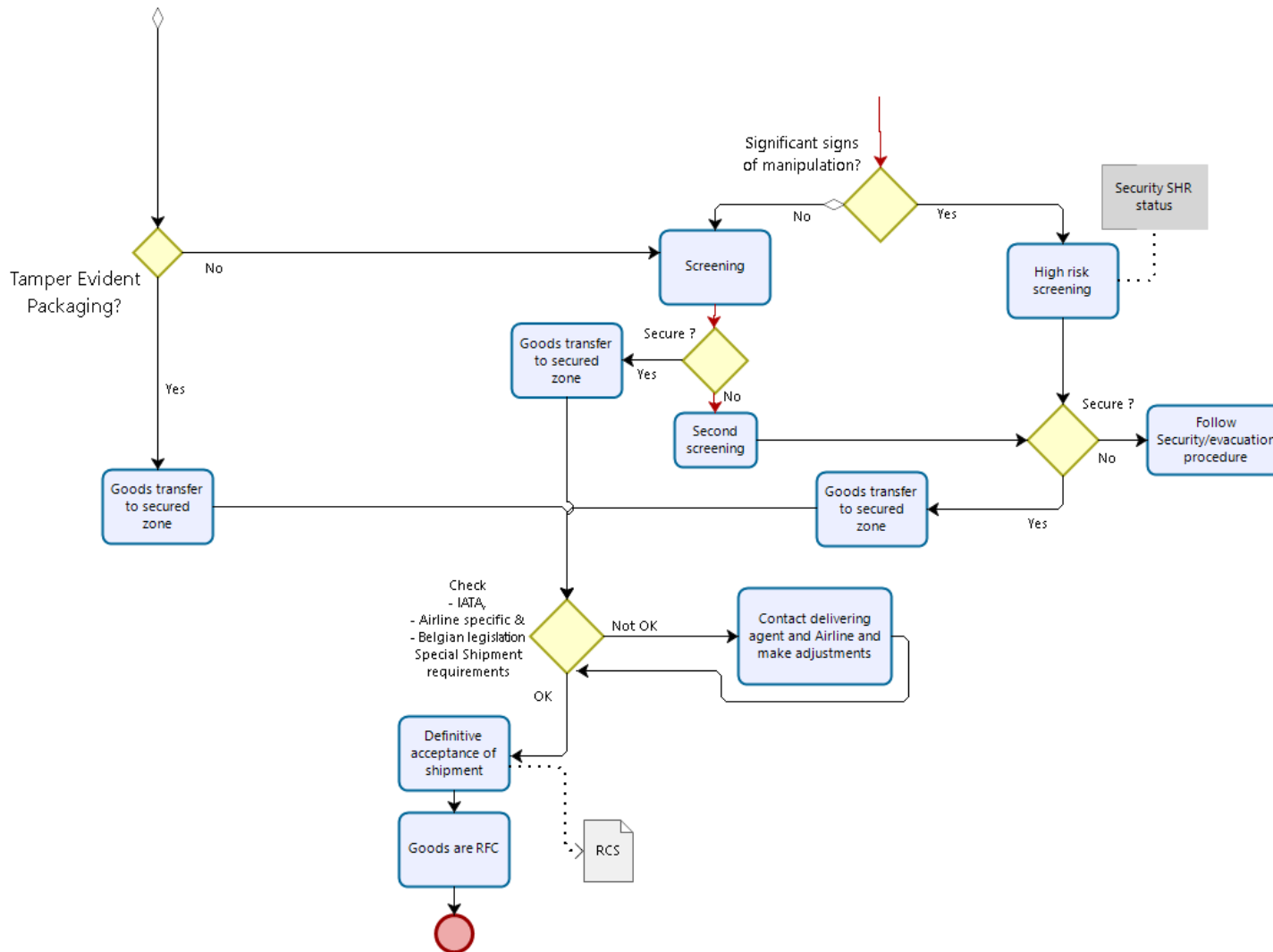
If the consignment shows no signs of tampering, but is not tamper-evidently packed, it must be screened before loading on the aircraft.

** The packaging guidelines addendum in annex describes / shows how a shipment is correctly packaged.*

◇ Significant signs of manipulation ?

If a consignment shows significant signs of manipulation, it must be submitted to screening in accordance with high risk cargo requirements. (Security code on accompanying documents = SHR)

High risk cargo: All cargo consignments that appear to have been subject to significant tampering / manipulation to a degree which could have allowed the introduction of a prohibited article, or which are otherwise suspect.



□ Screening or High risk screening

It is up to the screener to decide which method is the most appropriate one to detect a concealed assembled explosive device.

The method must be chosen in function of the nature of the shipment and must be in accordance with the European implementing regulation 2017/815.

As for a high risk cargo screening, two different screening methods will be used to verify the consignment.

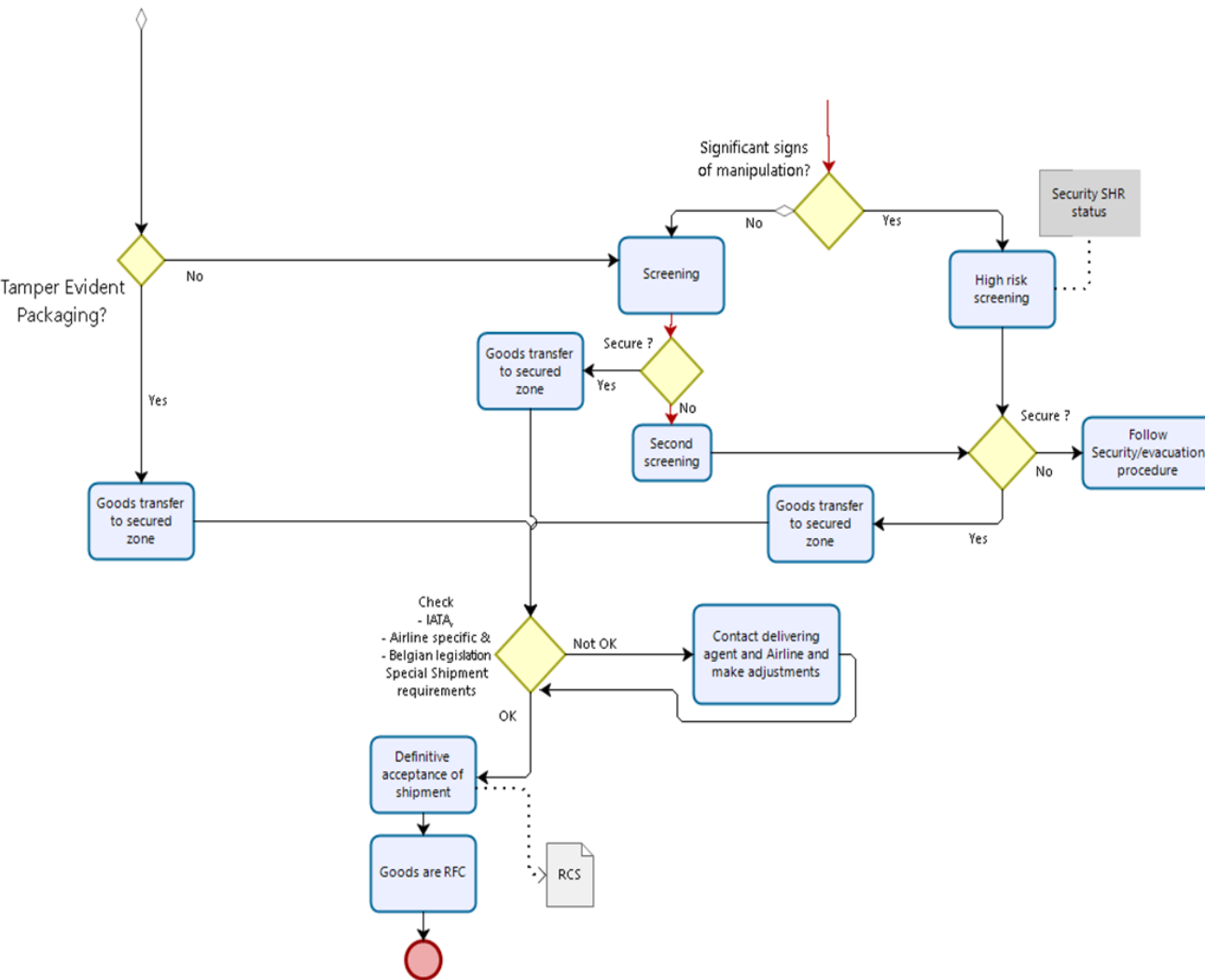
◇ Secure ?

The screener decides if a shipment is secure or not, based on the regulations defined by the European Commission & BCAA.

□ Follow security evacuation plan

If the shipment is not considered secure after screening, the internal security procedure of the receiving RA should be followed.

If the shipment is considered secure, it will be transferred to the secured area and the special shipment requirements will be checked.



◆ Control on: - IATA, - Airline specific & - Belgian legislation Special shipment requirements

After FOH confirmation, the special shipment requirements have to be checked. These checks are based on IATA rules, airline specific rules and the Belgian legislation.

The acceptance checks include: -DG check, - AVI check, - security check, Pharma check, -AWB check,...)

If a non-conformity is detected, the handling agents will immediately send a discrepancy message.

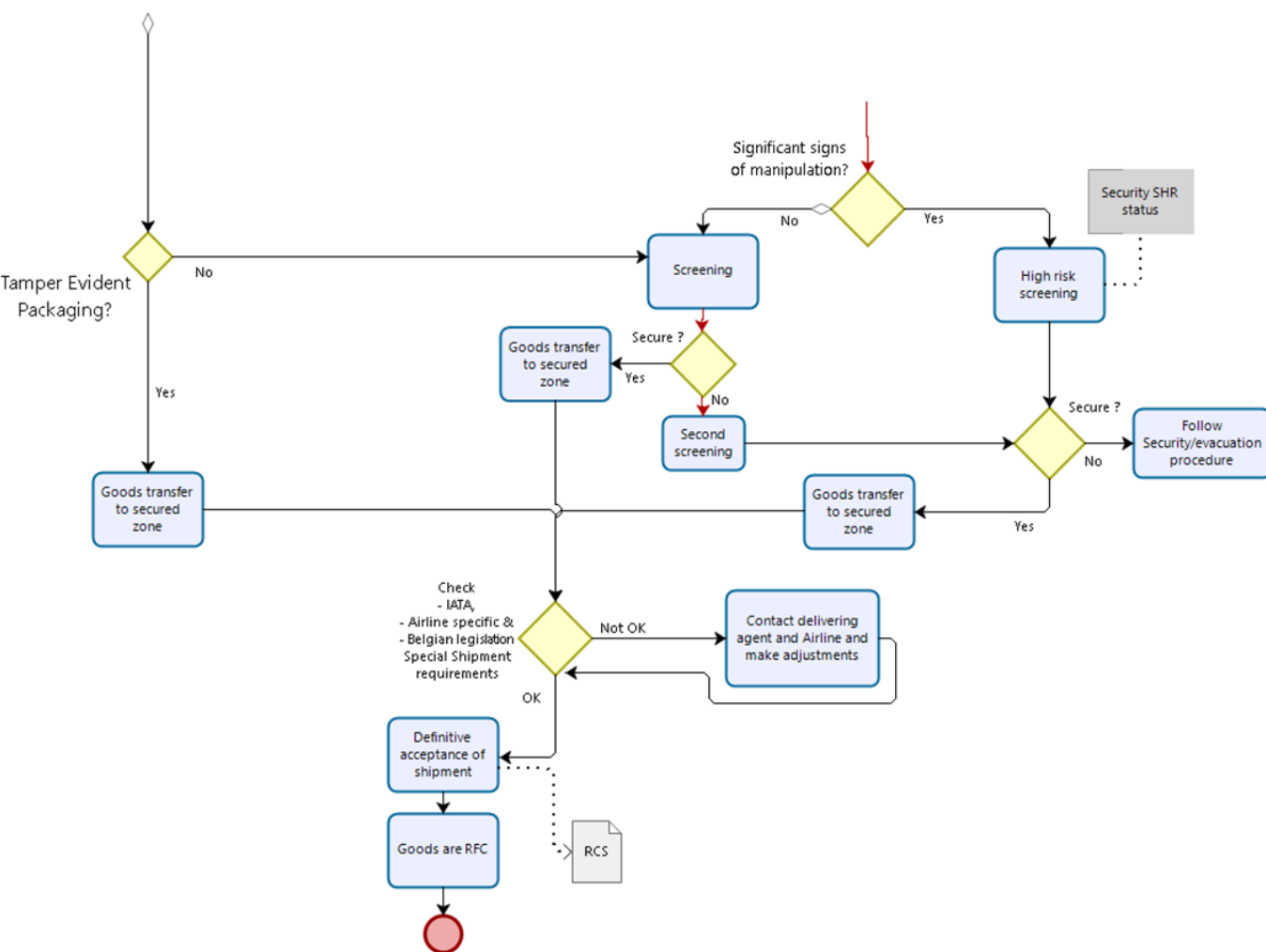
□ Contact delivering agent and airline to make adjustments

If the special shipment requirements are not met, additional adjustments have to be made.

If the adjustments are made within the premises of the handling agent the security status remains.

Keep in mind that for adjustments outside the warehouse of the GHA/RA (e.g. repackaging) a customs transfer message needs to be send confirming that the shipment (temporary) left the GHAs facilities.

When the adjusted shipment is then send back to the GHA/RA the driver presents himself at the desk again taking into account the necessary security measures described in this document.



Definitive acceptance of shipment

If the special shipment requirements are met, the shipment will be accepted definitively and is Ready For Carriage.

This will be confirmed by the RCS status update message stating that cargo and accompanying documents are received and accepted by the airline / handler.

The RCS status will be given at latest, 30 minutes before the flight departure.

Upon contractual agreement with the airlines, the handling agents send the RCS message **only** to the airline.

** Both the FOH and RCS messages are send directly to the airline, who is obliged to inform the Forwarder.*







Air Cargo Belgium will create a list of all airlines who agree that the GHA can directly send these messages to the Forwarder.

Goods are RFC

Next steps to take within the complete air freight supply chain are not in the scope of this work.

5 GLOSSARY

4.2 Process elements

	Data stores hold data temporarily or permanently for later access to facilitate operations.
	Decisions within a business process where the flow can take 2 or more alternative paths. This is a 'division' of the process.
	A task which is one of the core activities embedded within a process. This task does not interrupt the process flow.
	Data objects represent information flowing through the process. It shows which information is required or produced in an activity. Data objects can be both electronic or paper documents.
	Sequence flow is used to indicate the order activities are being completed. Each flow has one source and one goal.
	Specific security related sequence flows.

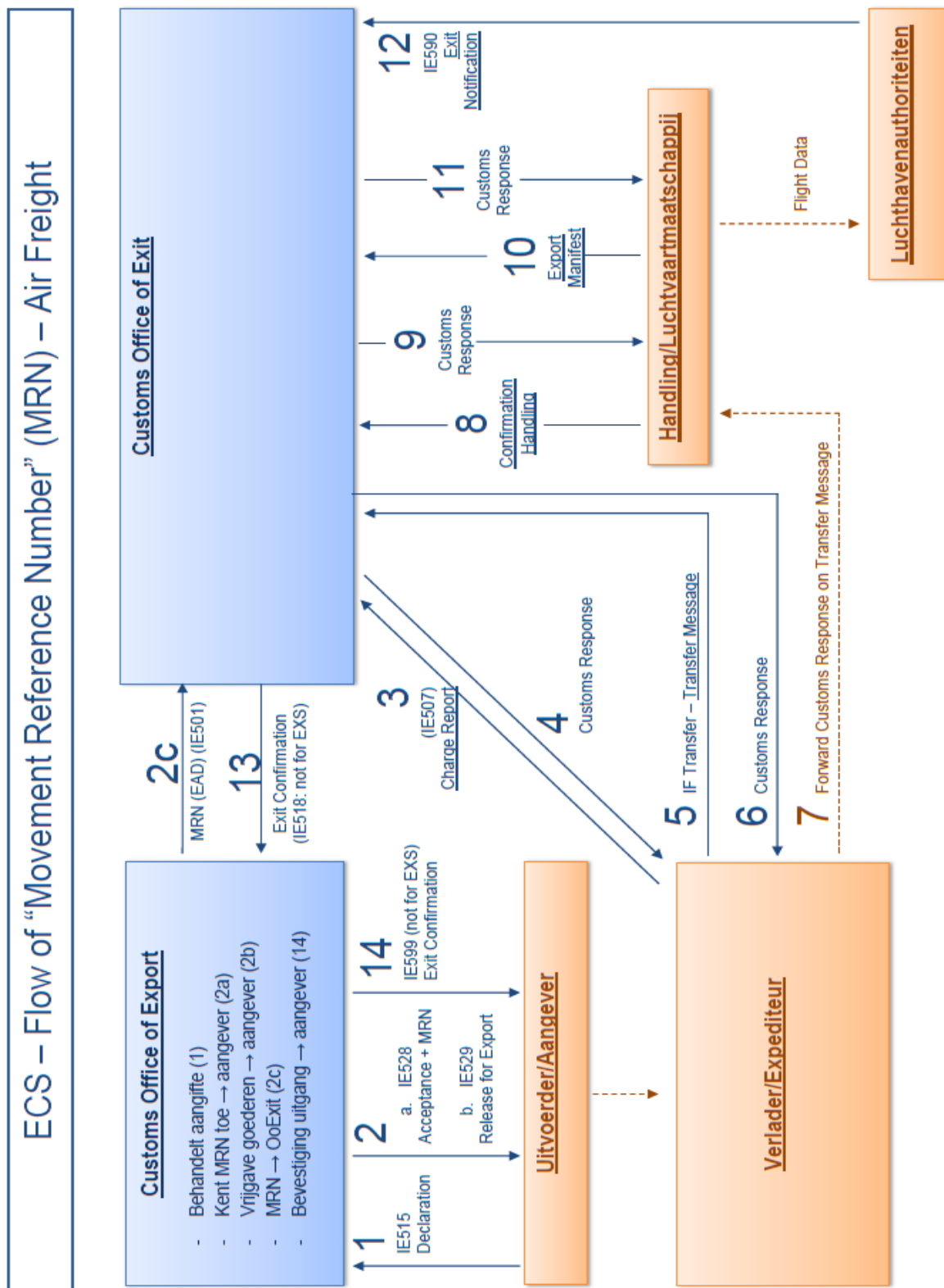
4.2 Terms

ID-proof	An ID-proof can be : ID-card, International Passport, driver's licence, Official identification documents issued by governmental authorities bearing a photograph
Signs of tampering	Broken seal, tears/holes/slits in packaging,...
RAKCD	Web based application: Database for the validation of known consignors and regulated agents by European users which protect against acts of unlawful interferences against civil aviation.
Security seal	6.6.1.1. EU 2015/1998 : The consignment shall be packed or sealed so as to ensure that any tampering would be evident; where this is not possible alternative protection measures that ensure the integrity of the consignment shall be taken.
Closed transport	= Locked or sealed transport for unauthorized persons.
Open transport	= Not locked or sealed transport.

6 BIBLIOGRAPHY

Following legislation and documents form the base for the acceptance procedure: RFC flow chart.

ECS – Flow of “Movement Reference Number” (MRN) – Air Freight



“Overdracht van de taak uitgangbevestiging van goederen van Hulpkantoor
Zaventem naar Operations Zaventem”



Federale
Overheidsdienst
FINANCIEN

Zaventem, 30 juni 2017

Algemene Administratie van de
DOUANE en ACCIJNZEN

Correspondentieadres
Operations Zaventem, Bedrijvenszone Machelen Cargo 706
1830 Machelen

Operations Zaventem

Aan de economische operatoren

uw bericht van

uw kenmerk

ons kenmerk

bijlage(n)

**Overdracht van de taak uitgangbevestiging van goederen van Hulpkantoor Zaventem
naar Operations Zaventem**

Mevrouw, Mijnheer,

Gelieve nota te nemen van onderstaande aanpassingen inzake de werkwijze binnen het
ambtsgebied van het Hulpkantoor Zaventem wat betreft het bevestigen van de uitgang van
goederen.

Vanaf 1 juli 2017 zal de uitgangbevestiging gebeuren door Operations Zaventem.
Onderstaande procedure zal ingaan op 3 juli 2017 om 6u45.

1. U werkt via de tussenoplossing ECS via BRUcloud (gebouw 703)

U dient geen UGD's meer op papier voor te leggen, behoudens deze die vergezeld zijn van
een vergunning (FAGG, Cultuurgooederen...) die nog een natte stempel behoeft of de
UGD's waarop de export manueel dient vastgesteld te worden omwille van een
noodprocedure.

Alle andere documenten die voor uitvoer dienen voorgelegd te worden, worden bij de
brigadedienst op 703 Aviapartner binnengebracht, eens ze de voorgeschreven behandeling
hebben ondergaan. Onder andere documenten worden verstaan:

- NCTS documenten
- Carnet ATA
- Carnet TIR
- Form 302
- Kopie LVB/ex-LTA
- Lage waarde
- ...

De voor de douane bestemde documenten worden ingehouden.

2. U werkt via E-export (vroeger E-freight genoemd) (gebouw 703)

2.1 Er zal geen onderscheid meer gemaakt worden tussen de E-export niet-AEO en de E-
export AEO. Beiden dienen zich niet meer aan te bieden bij de validatiediensten met
hun UGD's. Deze documenten dienen de eerstvolgende werkdag na de aanbidding in

het uitvoermagazijn binnengebracht te worden op de brigadedienst gevestigd in gebouw 703 Aviapartner.

2.2 Alle andere documenten die voor uitvoer dienen voorgelegd te worden, worden bij de brigadedienst op 703 Aviapartner binnengebracht, eens ze de voorgeschreven behandeling hebben ondergaan. Onder andere documenten worden verstaan:

- NCTS documenten
- Carnet ATA
- Carnet TIR
- Form 302
- Kopie LVB/ex-LTA
- Lage waarde
- Vergunningen
- Uitvoeraangiften opgemaakt tijdens de noodprocedure
- ...

Na behandeling door de douane worden de documenten teruggegeven aan de machtigingshouder die ze de eerstvolgende werkdag binnenbrengt samen met de UGD's die dezelfde dag in het uitvoermagazijn zijn aangeboden.

3. U werkt via geen van bovenstaande opties (gebouw 705)

Alle documenten dienen aangeboden te worden bij de brigadedienst in gebouw 705, ongeacht de locatie van uitvoer. Deze documenten worden daar dan ook ingehouden.

4. Communicatie betreffende uitvoer

Alle vragen om informatie betreffende de uitgangsbevestiging dienen gestuurd te worden naar het volgend adres da.tcv.ecs.zaventem@minfin.fed.be .

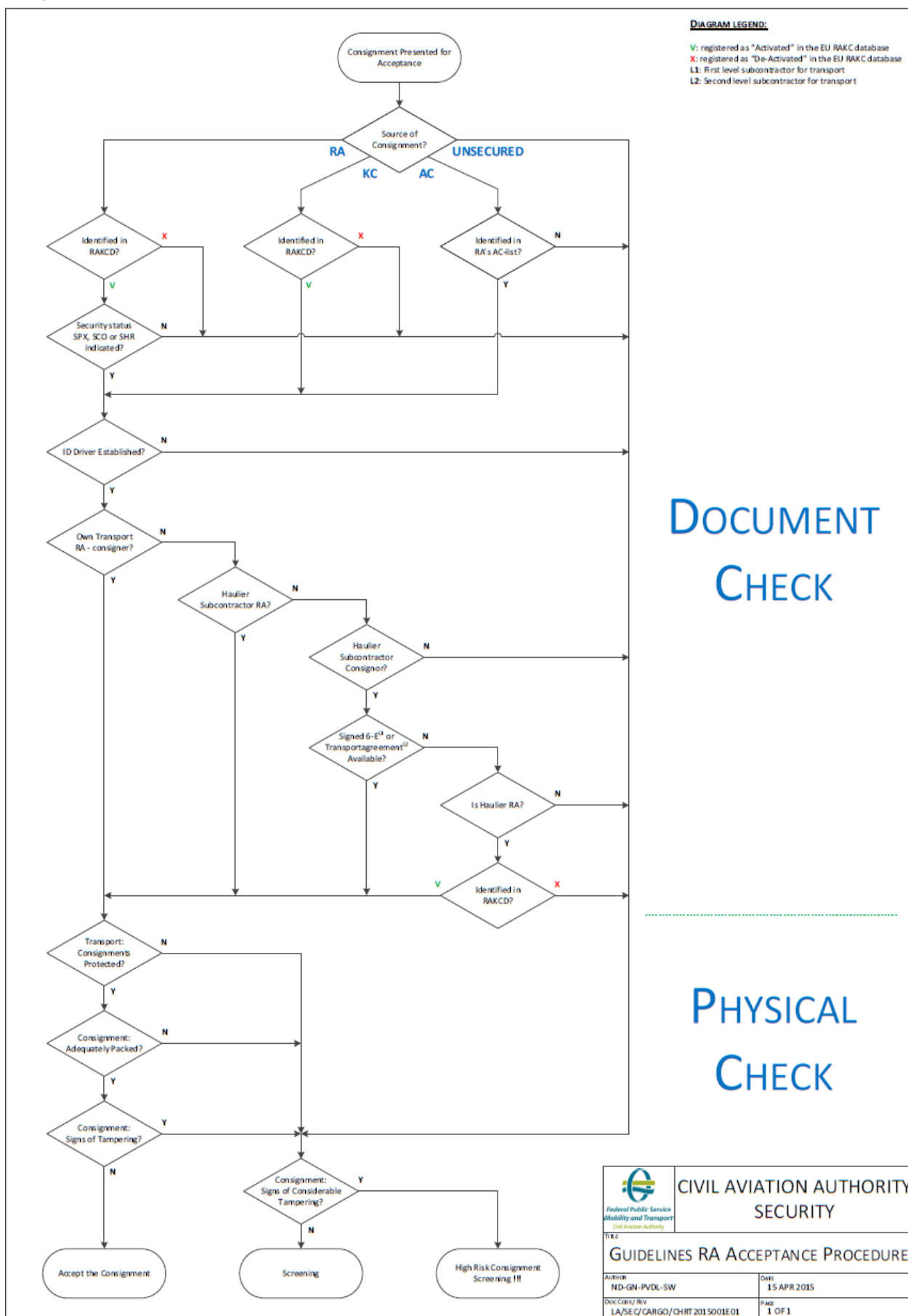
Teneinde de werking van de brigadediensten niet te belemmeren, zullen er geen vragen betreffende de uitvoerbevestiging beantwoord worden aan de loketten Deze zullen enkel behandeld worden op het eerder genoemd e-mailadres.

Vragen betreffende aanleveringen in het exportmagazijn van vòòr 1 juli 2017 dienen gericht te worden aan de dienst Geschriften Uitvoer van Hulpkantoor Zaventem op het e-mail adres da.buek.hk.uitv.zaventem@minfin.fed.be .

Vragen betreffende uitvoeraangiften ouder dan 90 dagen dienen gericht te worden aan de bevoegde TAO's.

Met de meeste hoogachting

Acceptatieflow addendum DGLV



Cargo IQ – Master Operating Plan (MOP)

<http://www.iata.org/whatwedo/cargo/cargoiq/Documents/cargoiq-industry-mop.pdf>

<http://www.iata.org/whatwedo/cargo/cargoiq/Documents/MOP%20summary%20v1.1.pdf>

European implementing regulation 2017/815 of 12 May 2017

<http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32017R0815&from=EN>

European implementing regulation 2015/1998 of 5 November 2015

<http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32015R1998&from=EN>

Regulated Agents and Know Consignor Database – Industry User Guide

<https://webgate.ec.europa.eu/ksda/showInformationCenter.htm?showFile=true&fileName=Microsoft%20Word%20-%20100701%20User%20Guide%20Industry%20version.pdf&guideType=UG&fileId=2>

6E Haulier Declaration

https://mobilit.belgium.be/sites/default/files/downloads/Cargo_185_6E_EN%20version%2010_07_2014.pdf

SOP e-freight BRU

<http://aircargobelgium.be/news/read/84/e-awb-standard-operating-procedure-bru>