



Namibia Civil Aviation Authority

Aviation Directive

Reference Number: 1/2/7-2

Aviation Security

February 2021

**Amendment of Consignment Security Declaration
(CSD) for Cargo**

AVIATION SECURITY DIRECTIVE

1. Legal Authority

1.1 Pursuant to section 38 (6) of the Civil Aviation Act, 2016, (Act no. 6 of 2016 – hereinafter, “the Act”), the Executive Director may issue an Aviation Directive comprised of a permission, approval or procedure, or the imposition of a condition, restriction or prohibition which the Executive Director believes on reasonable grounds to be:

(a) consistent with the objectives of applicable regulatory requirements, procedures or documents; and

(b) necessary and expedient to better achieve the objects of the Act.

1.2 In relation to the aforementioned, the following regulation is also applicable:

NAMCARs 2001, Part 111.01.1 (2), which state that: “The Executive Director may issue orders, circulars or directives regarding any aviation security matter”.

2. Background

2.1 Namibia was audited by the International Civil Aviation Organization (ICAO) during November 2018. The audit finding no: 48 indicated that the Consignment Security Declaration (CSD) template in the NCASP, Appendix B 13.2, had “no mention of the declaration that the consignment has been kept secured and not tampered while in custody and that it is safe for transport on passenger or all-cargo aircraft to the entities knowledge”.

The introduction of the CSD came into effect on 15 July 2019 and will be amended by the current CSD below.

2.2 Therefore, stakeholders must adopt the revised CSD and implement it to ensure that screened cargo has been accounted for and maintain its integrity from the point of screening until it is loaded into the aircraft.

3. Purpose/objectives

3.1 The purpose of this Directive is to provide direction to aviation security stakeholders in order to provide all aviation security stakeholders with guidance on how to efficiently implement the revised Consignment Security Declaration.

4. Applicability

4.1 This Directive is applicable to all aviation security participants and related stakeholders.

5. Effective Date

5.1 This directive shall come into force on the date of issue and remains in force until further notice.

All aviation security participants and related stakeholders are herewith requested to adhere to the measures set out in the Schedule below.



6. Issued By:

Gordon Elliott

INTERIM EXECUTIVE DIRECTOR

DATE: 22 Feb 2021





SCHEDULE

Part A (For Ground handler and/or airlines)

1. Name of Entity:		2. Unique Consignment Identifier number
3. Contents of Consignment: <input type="checkbox"/> Consolidation		
4. Received from:		
5. Origin	6. Transfer/Transit Points (if known)	7. Destination

Consignment Brought by:

Name:

Signature:

Part B (Screeners)

8. Security Status for:

- SPX- passenger, all-cargo and all-mail aircraft
- SCO - all-cargo and all-mail aircraft
- SHR – passenger, all-cargo and all-mail aircraft

9. Screening Methods taking into consideration the nature of the consignment.

- X- Ray Screening AOM
- Physical Search
- Canine sniffer dogs
- Explosive Detection Systems
- visual checks

10. Grounds for Exemption:

- BIOM - Biomedical samples
- NUCL- Special nuclear materials
- AVI - Live Animals
- HUM- Human Remains
- LFSM- Life-saving Materials

11. Additional Security Information:

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.....
.....

12. Declaration by Screener:

I (name)..... confirmed that the consignment has been screened and that it is safe for air transportation on a passenger or all cargo aircraft to the best of my knowledge. I understand that any false declaration may lead to prosecution.

Signature: _____

Date: ____ / ____ / 20 ____

Time: ____ h _____

Part C (Receiver)

Consignment Security Declaration received by:

13. Declaration

I confirm that the consignment has been kept secure and not tampered with while in my custody. I confirm that the consignment is safe for air transport on a passenger or all cargo aircraft to the best of my knowledge. I understand that any false declaration may lead to prosecution.

Signature: _____

Date: _____ 20 ____

Time: ____ h _____

Guidance on how to complete the Consignor Security Declaration.

Part A (Ground handler, or Airline)

1. Name of the entity accepting the consignment and responsible for the ensuring the application of security measures.
2. Unique Consignment Identifier: The identification of the consignment itself must be entered. This may be an air waybill (format is xxxxx), a house bill or a mail consignment identifier.
3. Contents of consignment: Identification of consignment details (e.g., goods description) must be entered for a direct air waybill or house waybill shipment. For a consolidation shipment, i.e., a master air waybill with associated house waybill(s), the consolidation box should be ticked in lieu of the goods description.
4. Received From: The name of entity/person who tendered the consignment must be entered. If no other reason, i.e. "screening method" or "grounds for exemption", is indicated and the consolidation box is not ticked, then this entry cannot be blank.
5. Origin: The identification of the origin of the consignment must be entered. This is the origin related to the appropriate transport documentation (air waybill or house waybill) as identified in Box 2 (e.g. IATA three-letter airport or city code).
6. Transfer/Transit Points: The identification of an en route stopping point where cargo may be transferred to another aircraft or remain on board the same aircraft should be entered if known to the issuer (e.g. IATA three-letter airport or city code). Otherwise, this entry may be left blank.
7. Destination: The identification of the destination of the consignment must be entered. This is the destination related to the appropriate transport documentation (air waybill or house waybill) as identified in Box 2 (e.g. IATA three-letter airport or city code).

Part B (Security Screeners)

8. Security Status: The coded identification of the security status assigned to the consignment must be entered to indicate whether the consignment is secure for:
 - a) passenger, all-cargo and all-mail aircraft (some regions use the code "SPX");
 - b) all-cargo and all-mail aircraft only (some regions use the code "SCO"); or
 - c) passenger, all-cargo and all-mail aircraft, in accordance with high-risk requirements (some regions use the code "SHR").
9. Screening Method: The coded identification of the screening methods used by the regulated agent, known consignor, or aircraft operator when securing the consignment may be entered as a reason that the security status was issued, e.g. screening method codes. If no other reason, i.e. "received from" or "grounds for exemption" is indicated, and the consolidation box is not ticked, then this entry cannot be left blank. In some cases, a single screening method may not be sufficient to inspect all types of consignments, therefore more than one screening method may be listed.

Codes for screening methods:

- PHS: Physical Inspection and/or hand search,

- VCK: Visual check,
- XRY: X-ray equipment,
- EDS: Explosive detection system,
- RES: Remote explosive scent tracing explosive detection dogs

AOM: Subjected to any other means: this entry should be followed by free text specifying what other mean was used to secure the cargo.

10. Grounds for Exemption: The coded identification indicating why a consignment is exempted from screening as defined in the National Civil Aviation Security Programme may be entered as a reason that the security status was issued, e.g. screening exemption codes. If no other reason, i.e. "received from" or "screening method", is indicated and the consolidation box is not ticked then this entry cannot be left blank.

Exemption codes that may be used:

- BIOM: biomedical samples
- LFSM: life-saving materials,
- HUM: human remains,
- AVI: live animals.
- NUCL: special nuclear materials,

Security Status issued by: If the consolidation box is not ticked then the individual of the entity or aircraft operator who issued the security status must be identified by name or employee number.

11. Additional Security Information: Any additional security information that may be deemed necessary and that may have not been covered in the template.

12. Security declaration: The person authorized to issue the declaration must be entered in this section, along with the signature, date and time of declaration.

13. Additional Security Information:

Part C (Security Service Provider of ground handler/airline)

14. Name of person responsible for ensuring that consignment has been secured after it has been screened up to the point of loading into aircraft should complete the declaration.