

APPENDIX CC**INTERNATIONAL TRANSFER OF MATERIAL CLASSIFIED
RESTRICTED BY EXPRESS COMMERCIAL COURIERS****MULTINATIONAL INDUSTRIAL SECURITY WORKING GROUP**

MISWG Document Number 20

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*(Amended 1 October 2010)***INTERNATIONAL TRANSFER OF MATERIAL CLASSIFIED RESTRICTED BY
EXPRESS COMMERCIAL COURIERS****INTRODUCTION**

1. The document describes eligibility and security requirements for the urgent international transfer of material classified RESTRICTED by express commercial couriers (hereafter called express couriers).
2. The scope of this document is limited to material classified RESTRICTED (hereafter referred to as classified material).
3. The criteria described in this document may be used as an additional approved method for the international transfer of RESTRICTED material.

DEFINITIONS

4. **Airport Hub:** A location that serves as a direct redistribution point from a central point (like the spoke of a wheel) where consignments are unloaded, sorted, and re-consolidated for further distribution. For this document, airport hubs will also serve as a safeguarding and delivery point. Secondary redistribution points are not authorized without the written approval of a transportation plan of all participating NSA/DSAs and provided that the primary and secondary hubs are located in participating countries.
5. **Classified Material:** Documents, equipment and/or components classified RESTRICTED.
6. **Commercial Bill of Lading (CBL):** Shipping documentation provided by the express carrier to identify goods to be transported and used as a billing method.
7. **Express Commercial Courier Company:** A corporate entity which has been approved by an NSA/DSA to provide urgent pick-up, transportation and delivery services using its own employees and equipment or leased equipment for movement between locations approved by participating NSA/DSAs. In the case of a third country carrier, the approval of the NAS/DSAs of both participants will be required.

8. **Manifest:** Documentation is for multiple package consignments on the same Commercial Bill of Lading, in lieu of individual bills of lading.

Eligibility Criteria for NSA/DSA Approval

NSA/DSAs may approve the use of express couriers, subject to compliance with the eligibility requirements stated below.

9. The NSA/DSA of the home or corporate office will ensure that national regulations are met at all times by the dispatching company while implementing the agreed procedures.

10. If an express courier airport hub to be used is located in a non-participating country the NSA/DSAs of the participating and non-participating countries must agree that the consignment can be processed under the jurisdiction of the non-participating NSA/DSA.

11. The express courier must be authorized by law or government regulation to provide the required world-wide transportation service.

12. The express courier must be capable of providing service with the following features at a minimum:

- a. An established protective security program for handling valuable items;
- b. Signature Service which includes a record of continuous accountability and custody through either a signature and tally record or an electronic tracking/tracing system;
- c. An electronic data collection tracking/tracing system with adequate safeguards to ensure data integrity from unauthorized access, and to protect the actual consignments from loss, damage or theft. The systems must include:
 1. The ability to track/trace consignments from the date and time of original pick-up to the date and time of delivery at the approved destination (airport hub);
 2. The name of the consignee or responsible individual receiving the consignment; and
 3. The ability to trace all consignments using either the contractor's unique CBL or the shipper's reference number.

- d. **Delivery Commitment Guarantee:** The express courier must guarantee that the consignment will be delivered to the receiving airport hub prior to a specific time and date within a 24-hour period;
- e. **Proof of Delivery Confirmation:** The courier must obtain and provide to the consignee proof of delivery on the signature and tally record;
- f. **Cargo Integrity:** The express courier has a system for ensuring cargo integrity; and
- g. **Signature and Tally Record:** A record showing a continuous chain of custody by courier employees from the sending airport hub to the receiving airport hub. This record will include the following information: name of the commercial courier company and its location; name of the consignee; the destination and special instructions to include the name of the authorized person to receipt for the package, CBL number, number of pieces; and list of the names of the persons receiving the package (their signature, locations time and date accepted). The receiving consignee employee, who is picking up the consignment from the receiving airport hub, will sign and receive a copy of the Signature and Rally Record.