



# SCANNER OPERATIONS

Effective Date: 29 February 2024

## TABLE OF CONTENTS

1	PURPOSE	3
2	POLICY STATEMENT	3
2.1	Requirements for Scanning	3
2.2	Radioactivity Monitor System	3
2.3	Preparation for scanning	3
3	REFERENCES	4
3.1	Legislation	4
3.2	Cross References	5
3.3	Quality Records	5
4	DEFINITIONS AND ACRONYMS	5

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## 1 PURPOSE

This policy regulates the operation of scanner machines in Customs environment and all the activities performed by all Officers who are responsible for x-ray scanning of goods and containers at scanner sites.

## 2 POLICY STATEMENT

### 2.1 Requirements for Scanning

- a) The examination of goods may be done in the absence of the importer, exporter, port or airport authority, container operator or any person having control over the goods.
- b) All goods selected for scanning must be transported to the scanning site at the port of entry where such scanning operations are conducted. Goods removed without scanning must be returned to the scanning site and penalties will be charged according to SC-CO-01-02 where such goods were removed out of the port of entry.
- c) The handling, dealing or any activity relating to the scanning of goods, shall be performed at the expense and risk of the importer, exporter, manufacturer, owner or other person in control of the goods.

### 2.2 Radioactivity Monitor System

- a) The area where x-ray scanning is performed is a "Radiation Exclusion Zone". Any unauthorised entry in a scanner restricted area is an offence.
- b) Scanning may not be conducted on:
  - i) Human beings;
  - ii) Live animals; or
  - iii) Photographic films or materials.
- c) If an alarm sounds or an announcement is made everyone must evacuate the scanner site and move from the emergency exit to the assembly point.
- d) The Department of Health must be informed when:
  - i) Radiation exposure occurred;
  - ii) There is evidence of accidental exposure of the Thermo Luminescent Dosimeter (TLD) to radiation; and
  - iii) There is accidental use of the TLD by a person other than the person to whom the dosimeter was issued.

### 2.3 Preparation for scanning

- a) All cargo selected for scanning must be booked through e-mail within 24 hours after arrival of the cargo.
- b) The following e-mail addresses are allocated for the scanner sites:
  - i) The Cape Town Scanners site can be contacted at: Cargo\_Scanner\_Unit\_CPT@sars.gov.za;
  - ii) The Durban Scanner site can be contacted at: Cargo\_Scanner\_Unit\_DBN@sars.gov.za; and
  - iii) The OR Tambo International Airport: [ortiabookings@sars.gov.za](mailto:ortiabookings@sars.gov.za)
- c) The client must notify the Scanner site of any changes to the agreed date as confirmed by e-mail / CUSRES 36. The changes will be made on the booking spreadsheet and a confirmation will be sent to the client.
- d) At land border posts cargo selected for scanning will be directed to the scanner site upon arrival.

Effective Date: 29 February 2024

- e) Upon arrival of the vehicle **or forklift** at the scanner site the **forlift Operator or the** truck driver will be requested to produce the delivery documents or Container Terminal Order (CTO) with case number to the Inward Marshall **or Scan Inspector**.
- f) Where scanning of the cargo is not possible:
  - i) If the booking is cancelled, the **Manager** will inform the client **via the team's Administrator** by e-mail; and
  - ii) The client will be further informed as to the requirements before the goods can be released.
- g) Where scanning is possible:
  - i) The Inward Marshall **or Scan Inspector** will direct the truck driver **or forklift Operator** to the waiting area;
  - ii) The **Manager** may request the truck driver **or forklift Operator** to remove the truck **or goods** from the exclusion zone and to re-enter the exclusion zone; and
  - iii) The Scan Operator will sound the warning "scanning commencing" twice over the public announcement system to ensure that everyone is aware that scanning will commence.
- h) Height restriction:
  - i) A height restriction boom is in place to prevent vehicles higher than 4.6 meters from entering the scanning area.
  - ii) Should a vehicle exceeding the height restriction still enter the scanning area, the limit switches will stop all operations to prevent damage to the Scanner Control System (SCS).
  - iii) The container must be loaded onto a lower vehicle before the scanning may proceed. If it is not possible to load the container onto a lower vehicle, a manual inspection of the container will be conducted.
  - iv) After the limit switches stopped the operation and the scanned **cargo carrier / goods** is cleared from the scanning area, the SCS will be reset on the control panel before scanning may resume.
- i) Container re-sealing:
  - i) The **Manager** will use the next numbered seal from the secure location on-site;
  - ii) The inspection report according to the SC-CC-13-A03 template will be completed; and
  - iii) The seal will be placed on the door of the container once it is closed.
- j) After the Scan Operator announces "scanner safe" over the public announcement system the Exit Marshall **or Scan Inspector** will instruct the driver **or forklift Operator** to remove the truck **or goods** to the waiting area.

### 3 REFERENCES

#### 3.1 Legislation

TYPE OF REFERENCE	REFERENCE
Legislation and Rules administered by SARS:	<b>Customs and Excise Act No. 91 of 1964:</b> Sections 1; 4(8A)(a)-(d); 16; 38-39; 40; 43; and 107(1)(a)-(b); (2)(a)(i)-(iii) and (b)(3)-(4).
Other Legislation:	<b>Environment Conservation Act No. 73 of 1989:</b> Sections: 1, 2 - 22 and 29. <b>Hazardous Substances Act No. 15 of 1973:</b> Sections: 1 - 3; 3A; 4; and 7- 8 <b>Compensation for Occupational Injuries and Diseases Act 130 of 1993:</b> Sections: 1; 7; 15; 22; 25 and 28. <b>Disaster Management Act No.57 of 2002:</b> Sections; 1 – 2; 17 and 20-25. <b>Occupational Health and Safety Act 85 of 1993:</b> Sections: 1; 7- 8; 11-12; and 13 – 19. <b>R690 of 14 April 1989:</b> Regulations Relating to Group III Hazardous Substances. <b>Code of Practice For Industrial Radiography (Gamma Radiography):</b>

Effective Date: 29 February 2024

TYPE OF REFERENCE	REFERENCE
	Directorate of Radiation Control <b>Interpretation Act No. 33 of 1957:</b> Sections 2 and 4 <b>Promotion of Access to Information Act No. 2 of 2000:</b> All <b>Promotion of Administrative Justice Act No. 3 of 2000:</b> Sections 3 and 5
International Instruments:	<b>Revised Kyoto Convention General Annexure,</b> Chapters 3 Standards 3.33; 3.36 -3.38 and 3.40; Chapter 6 Standards 6.1 – 6.5 <b>WCO SAFE Framework of Standards:</b> Standard 3

### 3.2 Cross References

DOCUMENT #	DOCUMENT TITLE
SC-CO-01-02	Offences and Penalties – External Policy

### 3.3 Quality Records

NUMBER	TITLE
SC-CC-13-A03	Inspection Report Template – Internal Form
SC-CC-19-A01	Detention Notice for non-service manager cases – Internal Annex
SC-CC-19-A03	Removal of Container to Depot for non-service manager cases – Internal Annex
SC-CC-19-A04	Scanning Request for non-service manager cases – Internal Annex
SC-CC-19-A05	Release Notice for non-service manager cases – Internal Annex
SC-CC-19-A08	Access Control Register – Internal Annex
SC-CC-19-A09	Image Analysis report for non-service manager cases – Internal Annex
SC-CC-19-A18	Operations Manager Shift Report – Internal Annex
RC010	Radiation occurrences

## 4 DEFINITIONS AND ACRONYMS

ADR	Alternative Dispute Resolution
CTO	Container Terminal Order
PAJA	Promotion of Administrative Justice Act
Radiation Protection Officer	The Operations Manager at the Scanner site will perform the functions of the Radiation Protector Officer
Scan Operator	A Scanner Image Interpreter who can perform multiple functions involving non-intrusive inspection operations
SCS	Scanner Control System
TLD	Thermo Luminescent Dosimeter