



INSTRUCTIONS AND GUIDELINES

Processing of Military Ordnance through International Mail Facilities

June 2010

This Instruction & Guideline refers to Practice Statement: PS2008/09: Intervention in International Mail

PUBLISHED DATE: 7 June 2010

AVAILABILITY: INTERNAL AND EXTERNAL

SUBJECT: International Mail Process for Military Ordnance

PURPOSE: To facilitate the delivery/collection of Military Ordnance imported with a valid import permit

OWNER: National Director - Cargo Division

CATEGORY: Operational Procedures

CONTACT: National Manager, Sea Cargo and International Mail Ph 03 9244 8654

The electronic version published on the intranet is the current Instruction and Guideline.

Summary of main points

- It is prohibited to transport military ordnance via the postal stream.
- Australia Post is the responsible entity for removing the military ordnance and contacting the ADF to perform safety testing;
- Customs and Border Protection (C&BP) will facilitate delivery/collection of military ordnance imported with a valid import permit.

These Instructions and Guidelines apply to staff in:

- International Mail.

INTRODUCTION

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According to Universal Postal Union Convention and [Australia Post Terms and Conditions](#), the insertion of replica and inert explosive devices and military ordnance, including replica and inert grenades, inert shells and the like, is prohibited in all international mail.

These instructions and guidelines explain Customs and Border Protection, International Mail, business process for handling imported military ordnance. They are to be followed by all Customs and Border Protection staff operating at each of the four gateway facilities.

A flowchart mapping Customs and Border Protection business process for dealing with military ordnance is provided at [Appendix 1](#).

These Instructions and Guidelines must be read in conjunction with:

- Instructions and Guidelines: [Detection of Explosives, Explosive Devices and Explosive Material in the International Mail Environment](#).

INSTRUCTIONS AND GUIDELINES

Any article that an International Mail Customs and Border Protection officer has grounds to believe contains military ordnance must be considered suspicious. On detection of such an article, the examining officer must immediately refer to Instructions and Guidelines, [Detection of Explosives, Explosive Devices and Explosive Material in the International Mail Environment](#) for guidance.

Upon being notified of the detection of the military ordnance Australia Post will:

- Invoke its action plan;
- Take charge of the military ordnance; and
- Facilitate its removal to the pre-determined suspect item isolation area.

Australia Post is also responsible for contacting the Australian Defence Force (ADF) to conduct safety testing of the item.

If the ADF declares the military ordnance to be unsafe, then the ADF will remove the military ordnance from the gateway and destroy it. However, if the ADF declares the military ordnance to be safe, then the military ordnance together with a safety certificate will be returned to Australia Post who will hand them to C&BP.

A copy of the safety certificate should accompany the Military Ordnance at all times, including any transfer of custody of the goods, after control of the military ordnance has been accepted by C&BP.

Upon receiving the military ordnance, C&BP are to process as per standard procedures.

If the importer is unable to produce the required permits, C&BP will seize the military ordnance.

If the importer does have the required permits, C&BP will inform the importer of available delivery options. The importer may either:

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- Collect the military ordnance from a place designated by C&BP; or
- Pay for the cost of delivering the goods via a safe and secure delivery service that is not provided by Australia Post. The delivery service should meet C&BP minimum safety standards.

The military ordnance is not to be returned to Australia Post.

If, after 90 days the importer is unable to collect or does not pay the delivery costs, then the goods may be considered as abandoned. Refer [Cargo Policy – Treatment of Abandoned Goods](#) for details.

RELATED POLICIES

[Australia Post Terms and Conditions](#)

PRACTICE STATEMENTS:

- PS2009/07: Detection of Undeclared Explosives, Explosive Devices and Explosive Material
- PS2008/09: Intervention in International Mail
- PS2007/04: [OHS Policy – OHS Risk Management _HSMA2](#)

OTHER INSTRUCTIONS AND GUIDELINES

- International Mail Screening (May 2010)
- International Mail Examination (May 2010)
- Duty Calc in the International Mail environment .(May 2010)
- Detecting Explosives in the International Mail environment (May 2010)
- Diplomatic Mail in the International Mail environment. (May 2010)
- Processing of Military Ordnance through International Mail Facilities (May 2010)
- Use of Advanced Metal Detection System (AMDS) in the International Mail environment. (May 2010)
- International Mail Recording Finds in EXAMS, (May 2010)
- Management of Missed Detections in International Mail, (May 2010)

Detained Goods Management, Detained Goods Management System & Records Management (September 2008)

- Significant Find Reporting Requirements for the Customs National Operations Centre (CNO) (23 March 2009)
- [OHS Hazard Instruction and Guideline – Explosives and Explosive Devices](#)

KEY ROLES AND RESPONSIBILITIES

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- Australia Post:
 - Remove the military ordnance to the canopy (pre-determined suspect item isolation area) and organise its testing.
 - Invoke its action plan if necessary.
- Australian Defence Force to:
 - Test military ordnance;
 - Destroy it if found unsafe; or
 - Return it to Australia Post, together with a safety certificate.
- Customs and Border Protection is to:
 - Notify Australia Post of the detection of military ordnance;
 - Proceed with administrative procedures, which may include seizure action, if no permit is produced;
 - Facilitate the collection or delivery of the military ordnance if the importer has a valid permit.

CONSULTATION

INTERNAL

The following internal stakeholders have been consulted in the development of these Instructions and Guidelines.

- Detained Goods Management;
- Customs and Border Protection Directors and Managers at all Gateway Facilities; and
- National Instructions and Guidelines coordinators across Cargo.

EXTERNAL

- Australia Post.

APPROVAL

Approved on	20 January 2010	
By	Robyn Miller A/g National Director Cargo	
Review Period	Annually	

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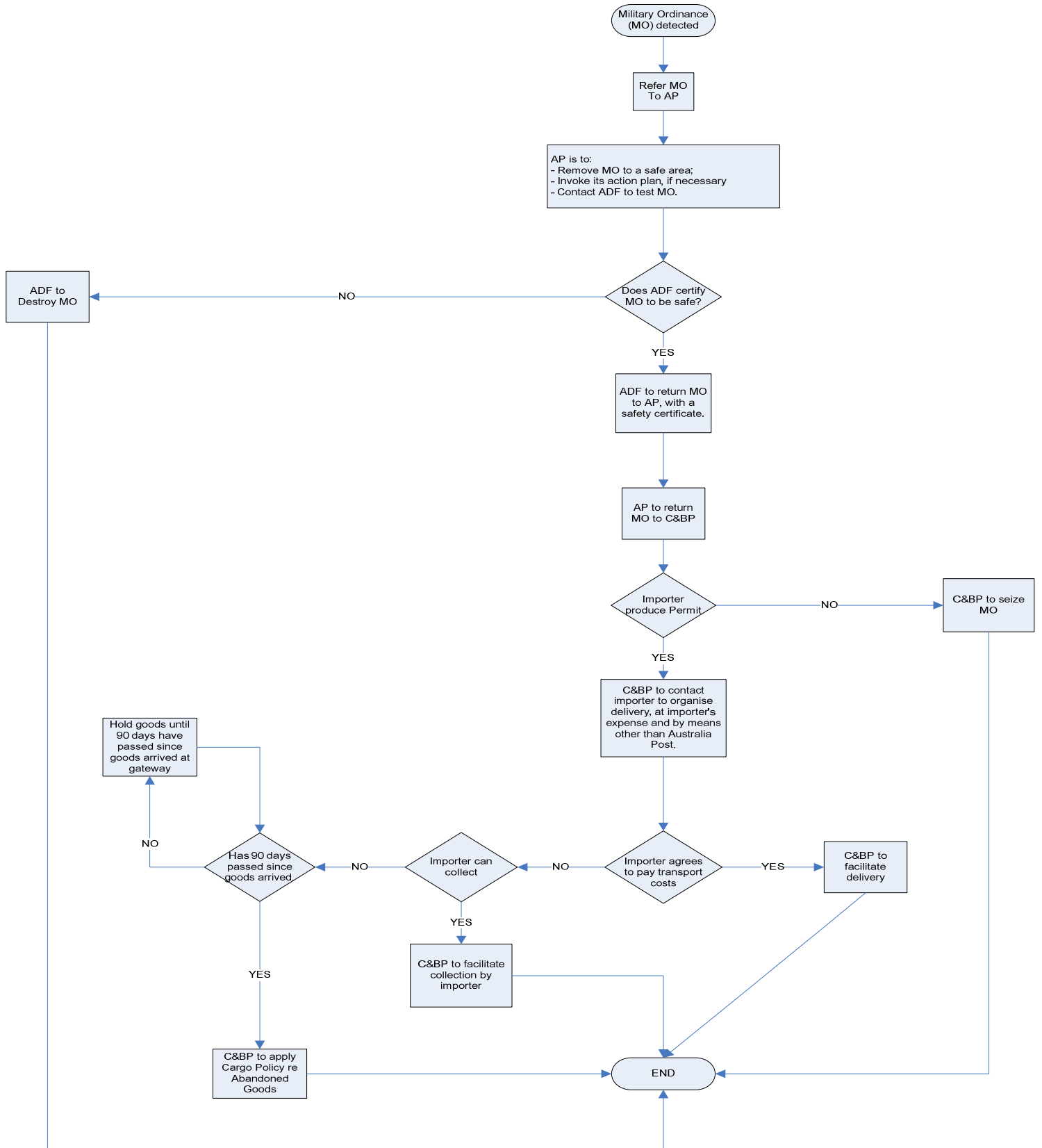
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Appendix 1: Business Process



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