



INSTRUCTIONS AND GUIDELINES

Use of Advanced Metal Detection System (AMDS) in the International Mail Environment

June 2010

This Instruction and Guideline refers to: Practice Statement No: 2008/09 Intervention in International Mail

PUBLISHED DATE: 7 June 2010
AVAILABILITY INTERNAL & EXTERNAL
SUBJECT: Use of Advanced Metal Detection System (AMDS) in International Mail Environment
PURPOSE: To provide Customs and Border Protection (C&BP) staff in gateways with an understanding of the processes involved when using the AMDS system in Post.
OWNER: National Director, Cargo Division
CATEGORY: Operational Procedures
CONTACT: National Manager Sea Cargo & International Mail Ph. 03 9244 8654

The electronic version published on the intranet is the current Practice Statement.

SUMMARY OF MAIN POINTS:

The Advanced Metal Detection System (AMDS) is a tool to aid the C&BP x-ray Image Analyst in the detection of firearms and firearm parts in the International mail environment. The purpose of this instruction and guideline is to outline the correct and safe use of the AMDS in the C&BP gateway facilities.

1. AMDS key components.
2. AMDS Operating Instructions.
3. AMDS System's Faults.
4. Customs Screener's Markings.
5. Staff Training Requirements.
6. Health and Safety Considerations.

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Customs in the International Mail environment adheres to quality screening, processing and clearance of international mail.

C&BP also recognises the application of risk assessment techniques as an important tool in assessing the risk of any article presented to C&BP for screening.

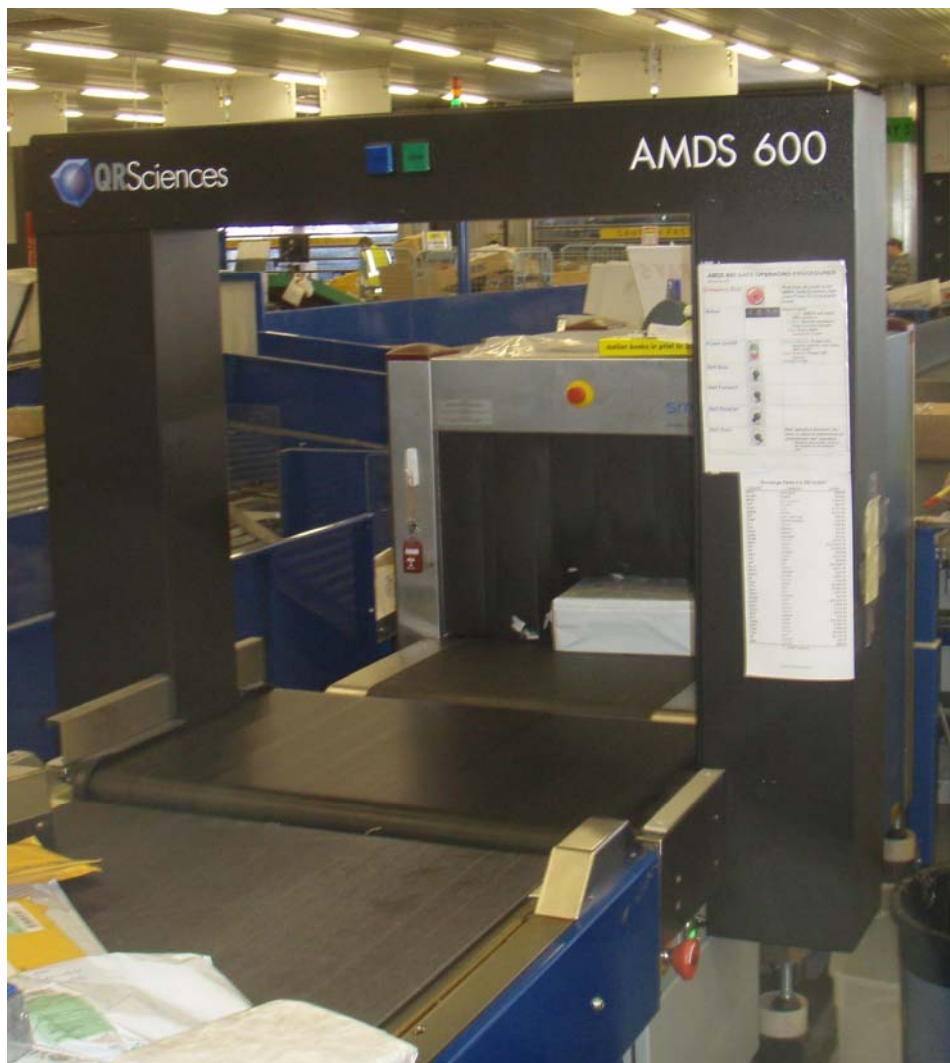
C&BP acknowledges the Australia Post's Standard of Service delivery with its clients and the need to process and clear international mail on time.

Advanced Metal Detection System X-ray machines (AMDS) have been installed at all Australian gateway facilities.

The purpose of having an AMDS installed in each gateway is to assist the Customs x-ray Image Analyst (IA) in the detection of firearms and firearm parts in the International mail environment.

The AMDS currently installed in each gateway is placed on one of the Article Other (AO) x-ray screening lines. This was mainly due to the detection data at gateways that shows the majority of firearms and firearm parts detection come from this type of product.

THE ADVANCED METAL DETECTION SYSTEM KEY COMPONENTS










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AMDS 600 SAFE OPERATING PROCEDURES

<p>Emergency Stop</p>		<p>Shut down all power to the AMDS. Twist to release, and then press Power On to re-enable power noting the restrictions below for UPS operation.</p>
<p>Status</p>		<p>Orange: AMDS not ready <i>AMDS starting up.</i></p> <p>Green: Normal operation <i>Ready to process packages.</i></p> <p>Red: Error state <i>Cycle power to reset. See instructions below for the correct process for cycling power. Cycle power up to 3 times. If still red, call maintenance.</i></p>
<p>Power On/Off</p>		<p>Green Button: Power On <i>Ready for operation when Status light is green.</i></p> <p>Red Button: Power Off <i>This will automatically start the orderly shutdown process of the AMDS. Do not re-power the machine until the UPS has finished the entire shutdown (about 3 minutes – see the chart below).</i></p>
<p>Belt Stop</p>		
<p>Belt Forward</p>		
<p>Belt Reverse</p>		
<p>Belt Auto</p>		<p>Belt operation (forward, reverse, or stop) is determined by the X-ray's belt movement. Requires belt encoder wheel to be installed on downstream belt.</p>

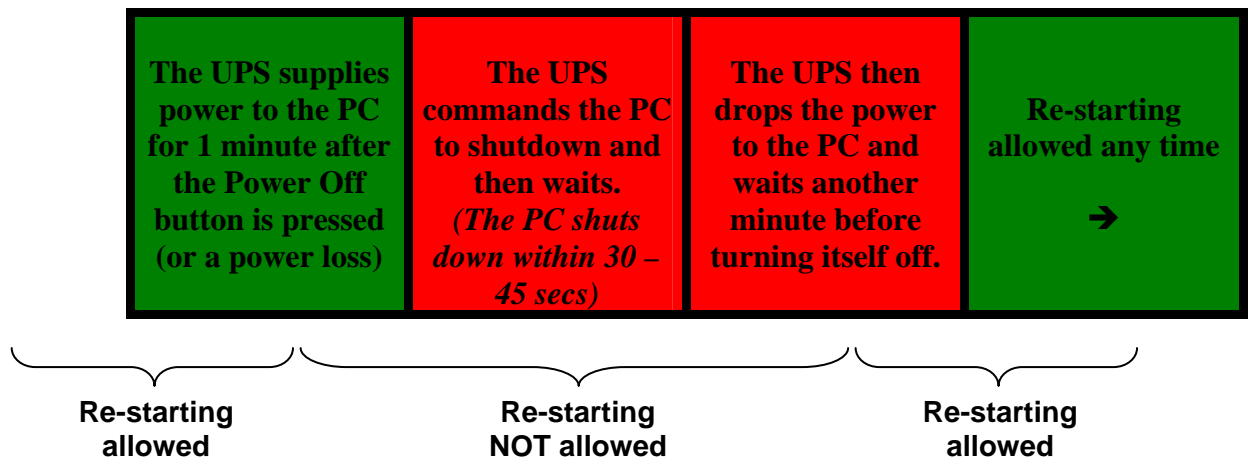
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UPS Operation:

This machine has an Un-interruptible Power Supply (UPS) installed to filter the power supply voltage and control the orderly shutdown of the computer. This affects the manner in which power is cycled to the AMDS. The chart below explains the three stages of the shutdown process. The AMDS should not be re-powered for at least 3 minutes after it is turned off.

AMDS turned off
or power loss →



Cycle Power Procedure:

- 1. Press the red Power Off button and wait for at least 3 minutes or until the beeping has reached the UPS shutdown stage.**

The UPS will beep once every 3 seconds for the first minute. The UPS will double beep every 2 seconds for another minute while the computer is shutting down. Lastly, the UPS will beep every 30 seconds for another minute.

- 2. Press the green Power On button to re-power (re-start) the AMDS.**

The status light should turn orange as the computer re-starts and eventually change to a green (AMDS ready for processing) or a red (cycle power or call service).

OPERATING INSTRUCTIONS

It is highly recommended that only those fully conversant with the AMDS operation are to operate the system. This is to ensure the correct and safe use of the system.

The AMDS is set to run in time with the Australia Post conveyor system and with the x-ray machine. A mail item is placed on the conveyor up from the AMDS and run through the AMDS unit automatically before the item passes through the x-ray machine tunnel. Where no metal material is

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detected the status light will be green. Where an item contains a metal item that could be a firearm or firearm part, the AMDS status light will be blue.

Note: The AMDS is sensitive to metal items. Be aware that jewellery, watches or metal tools in the tunnel that will cause false positives.

If AMDS status light is **GREEN** process mail item as normal

If AMDS status light is **BLUE** the image analyst is to conduct a risk assessment of the metal item in the image. If the image analyst is able to identify the metal item as of no concern to C&BP then normal processes will continue. Where an image analyst is unable to identify the metal item, the article will be sent to secondary inspection.

SYSTEM'S FAULTS

If the AMDS unit or conveyor is not functioning then contact:

Q Detection:

Perth: (08) 9351 1214
Sydney: (02) 9737 0977
Melbourne: (03) 9646 9016
Brisbane: (07) 3257 1700

In addition please contact Border Technologies on:

(02) 6275 6686 or [X-Ray & Radiological ACT]

TRAINING REQUIREMENTS

Training for the AMDS unit is to be conducted by a C&BP X-ray Competency Assessment Training Officer (CATO) as part of the x-ray training and recertification for the relevant cabinet machine. Only trained operators are to operate X-ray/AMDS equipment.

C&BP CATOs will provide as appropriate technical AMDS awareness sessions to both Australia Post and Quarantine (AQIS) staff about the AMDS.

CUSTOMS MARKING OF SUSPECT ITEMS

Mail items that the AMDS identifies as firearm parts or firearms that cannot be dismissed through the initial interpretation undertaken by the x-ray image analyst are to be marked in accordance with the relevant local instructions and guidelines. This is to identify that the mail item is required for C&BP secondary inspection and is an AMDS referral. The referral for secondary inspection will be recorded on the stats sheet (refer to Attachment A).

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HEALTH AND SAFETY CONSIDERATIONS

C&BP staff are required to wear protective clothing and footwear at all times when on screening duty around equipment. Other protective gear (i.e., hand gloves, and dust masks) are also available to Customs staff upon request.

Customs screeners must familiarise themselves with the C&BP Instruction and Guidelines e Statement relevant to Detection of Undeclared Explosives, Explosive Devices and Explosive Material, Hazardous Chemicals Handling procedures and other related Instructions and Guidelines on Custodial Firearms Handling.

RELATED POLICIES AND REFERENCES

PRACTICE STATEMENTS

- PS 2008/09 - Intervention in International Mail.
- PS 2007 - Detection Undeclared Explosives, Explosive Devices and Explosive Material.
- PS 2007/04 – OHS Policy - OHS Risk Management _HSMA2

OTHER INSTRUCTIONS AND GUIDELINES

- International Mail Screening (May 2010)
- International Mail Examination (May 2010)
- Use of Accountability Stamps in the International Mail environment (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)
- 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 (CNOC) (23 March 2009)

KEY ROLES AND RESPONSIBILITIES

The Policy Owner for this Practice Statement is the National Director, Cargo Division.

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CONSULTATION

INTERNAL

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

- Customs Border Technology, Canberra.
- Customs Managers, Supervisors and Staff, International Mail, North & South

EXTERNAL

The following external stakeholders have been consulted in the development of these Instructions and Guidelines:

- QR Sciences Ltd, Cannington Western Australia.
- Australia Post (AP) Production Shift Managers, Process Leaders and staff, Melbourne Gateway Facility (MGF), Victoria.
- AQIS staff, Team Leaders, and Supervisors, MGF, Victoria.

APPROVAL

Approved on	20 November 2008	(signature).....
By	Jaclyne Fisher National Director Cargo Division	
Review Period	Annually	

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Starting Number _____

Date _____

LCOA'S	Suspect														Carding / X										EA						
	1	11	21	31	41	51	61	71	81	91	101	111	121	131		1	11	21	31	41	51	61	71	81		1	11	21	31	41	
	2	12	22	32	42	52	62	72	82	92	102	112	122	132		2	12	22	32	42	52	62	72	82		2	12	22	32	42	
	3	13	23	33	43	53	63	73	83	93	103	113	123	133		3	13	23	33	43	53	63	73	83		3	13	23	33	43	
	4	14	24	34	44	54	64	74	84	94	104	114	124	134		4	14	24	34	44	54	64	74	84		4	14	24	34	44	
	5	15	25	35	45	55	65	75	85	95	105	115	125	135		5	15	25	35	45	55	65	75	85		5	15	25	35	45	
	6	16	26	36	46	56	66	76	86	96	106	116	126	136		6	16	26	36	46	56	66	76	86		6	16	26	36	46	
	7	17	27	37	47	57	67	77	87	97	107	117	127	137		7	17	27	37	47	57	67	77	87		7	17	27	37	47	
	8	18	28	38	48	58	68	78	88	98	108	118	128	138		8	18	28	38	48	58	68	78	88		8	18	28	38	48	
	9	19	29	39	49	59	69	79	89	99	109	119	129	139		9	19	29	39	49	59	69	79	89		9	19	29	39	49	
10	20	30	40	50	60	70	80	90	100	110	120	130	140		10	20	30	40	50	60	70	80	90		10	20	30	40	50		

1	11	21	31	41	51	61	71	81	91	101	111	121	131		1	11	21	31	41	51	61	71	81		1	11	21	31	41	
2	12	22	32	42	52	62	72	82	92	102	112	122	132		2	12	22	32	42	52	62	72	82		2	12	22	32	42	
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5	15	25	35	45	55	65	75	85	95	105	115	125	135		5	15	25	35	45	55	65	75	85		5	15	25	35	45	
6	16	26	36	46	56	66	76	86	96	106	116	126	136		6	16	26	36	46	56	66	76	86		6	16	26	36	46	
7	17	27	37	47	57	67	77	87	97	107	117	127	137		7	17	27	37	47	57	67	77	87		7	17	27	37	47	
8	18	28	38	48	58	68	78	88	98	108	118	128	138		8	18	28	38	48	58	68	78	88		8	18	28	38	48	
9	19	29	39	49	59	69	79	89	99	109	119	129	139		9	19	29	39	49	59	69	79	89		9	19	29	39	49	
10	20	30	40	50	60	70	80	90	100	110	120	130	140		10	20	30	40	50	60	70	80	90		10	20	30	40	50	

COMMENTS	TIME	AP SUPERVISOR	DETAILS OF DELAY (eg. Continual stoppages, Walk-offs. etc)

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