



Instructions and Guidelines

Container X-Ray Image Backup Procedures

March 2010

**This Instruction & Guideline refers to Practice Statement No:
PS2009/22 – Inspection and Examination of Sea Cargo**

Published date: 25 June 2010
Availability: Internal and External
Subject: Container X-ray Image Backup
Purpose: Details the requirements for the backing up of the container x-ray images at the CEF
Owner: National Director Cargo
Category: Operational
Contact: National ISO coordinator, Sea Cargo Improvement

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

Summary of main points

- when and how to back up the image
- storage arrangements

This Instruction and Guideline applies to staff in:

- Container Examination Facilities in Brisbane, Fremantle, Melbourne and Sydney

INTRODUCTION

This Guideline sets out specific requirements and steps to be followed when backing up the image files for safe storage and further reference.

BACKGROUND

The backing up of image files is important in ensuring that all images that have been processed through the CEF can be accessed at a later date for future reference, evidence or training purposes.

COMPETENCIES:

Officers conducting the file backup must have successfully completed Unit 4 of the Customs and Border Protection X-ray program.

WHEN TO CONDUCT THE FILE BACKUP

The backup of the container X-ray images must be conducted on a weekly basis.

STORAGE OF BURNT DISKS:

When a disk has been burnt it should be labelled showing the dates of the images on that disk and labelled "Customs and Border Protection-In-Confidence".

When no more images can be recorded on the DVD:

- it must be placed on a Customs and Border Protection file created with the function "Trade facilitation and compliance", the activity "goods control" and the subject "examinations (goods)"
- the file title should be "[Region] container x-ray images [Date range]"
- the file must have a "Customs and Border Protection-in-confidence" security classificatio.
- the file must be maintained in accordance with the "Recordkeeping in Customs and Border Protection Instructions and Guidelines"
- image relating to detections must also be included in the detection file

CHECKING THE LEVEL OF SYSTEM MEMORY

BCS CLASSIFICATION: TDFC_POLICY

FILE NUMBER: 2009/030304-1

The amount of system memory should be checked each day to ensure it does not go below 15% of free memory. If the amount is found to be near 15%, images that have already been backed-up to DVD may be deleted to free up some memory for the system.

NOTE: officers should also ensure that the Recycle bin located on the desktop are emptied as well

HOW TO BURN THE IMAGES & CREATE A BACK UP DISK

Burning of Backup images from the Container x-ray system differs for each region and can be done at the IPS or MSS workstations.

Procedures for conducting the backup are available at each CEF in a form of authorised LAAs.

Related Policies and References

Practice Statements:

- Inspection and Examination of Sea Cargo

Other Instructions & Guidelines

- Instructions and Guidelines relating to CEF Operations
- Record Keeping in Customs and Border Protection

Key Roles and Responsibilities

National ISO Coordinator, Sea Cargo Improvement, Canberra
CEF Managers

Copies of this document are controlled. Master copies of the document are on the Intranet. National ISO coordinator is responsible for version control.

Consultation

Internal

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

- CEF Management and staff
- ISO Coordinators
- Sea Cargo Improvement
- National Records Management Unit

Approval

Approved on	(date)	(signature)
By	National Director Cargo	
Review Period	This guideline is to be formally reviewed annually at the ISO Coordinators meetings.	