AIR IMPENDING ARRIVAL REPORTS
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OVERVIEW

WHAT IS AN AIR IMPENDING ARRIVAL REPORT (IAR)?

The air impending arrival report (IAR) is the first document in the import cargo reporting chain. It is the highest-level document, and contains information about the expected arrival of an aircraft on a flight from a place outside Australia.

An IAR is required for every aircraft that is intending to arrive at an Australian airport on a flight from a place outside Australia.

An aircraft owner or pilot may engage a third party (such as a bureau) to report the IAR, however the legal responsibility for making the report remains with the aircraft owner or the pilot.

HOW IS AN IAR COMMUNICATED?

An IAR may be communicated electronically or by giving a documentary form to Customs. An IAR may only be communicated to Customs in documentary form when there is no cargo to be reported for the aircraft.

WHEN IS AN IAR USED?

An IAR must be lodged not more than ten days and not less than three hours prior to the estimated time of arrival (ETA) of the aircraft at its first Australian airport of call. If the flight from the last overseas airport is less than three hours then the IAR must be lodged either not less than one hour prior to the ETA or in a shorter reporting timeframe as prescribed in the Customs Regulations.

An IAR report must provide:

- flight number
- last overseas airport of departure
- expected date and time of departure from the last overseas airport
- first Australian airport
- subsequent Australian airport(s) of arrival
- estimated date and time of arrival at each airport
- whether the aircraft has any cargo to discharge
- codeshare information
- identifier of the party engaged to unload cargo.

Note: In cases where the actual arrival of a flight is changed and the aircraft does NOT arrive on the date specified in the impending arrival report, no change needs to be made to the IAR. The actual arrival time will be reflected in the actual arrival report. To ensure that reports link correctly within the ICS, cargo reporters, depots and owners/brokers should continue to quote the original estimated date of arrival as specified in the original impending arrival report.
**LINKS**

The relationship of the air IAR to other reports in the air cargo environment is illustrated below.

![Diagram One – Links between Impending Arrival Reports and other ICS reports.](image)

**CONSOLIDATED CARGO STATUS AND SCREENING**

The timely lodgement of an impending arrival report (IAR) is crucial to the notification of consolidated cargo status. An IAR must be linked to the cargo reports for a flight before a CLEAR status can be given. A consolidated cargo status of CLEAR is required before cargo may be delivered.

The two-hour screening period for air cargo will begin when the cargo report is lodged or amended.

**UNSOICITED MESSAGES**

Cargo report status messages will be sent to relevant parties when:

- the impending arrival report has been lodged,
- the screening period for the cargo report has expired
- the aircraft has left the last overseas airport (as reported in the impending arrival report).

These parties include:

- the cargo reporter
- a Customs Broker (if an import declaration has been lodged and the consignment has a ‘CLEAR’ status)
- the release premise (if the consignment has a ‘CLEAR’ status).
DOCUMENT STATUS

After lodgement IARs are validated within the ICS. An IAR that fails validation will be rejected and will not be stored in the ICS. These documents must be corrected and re-lodged.

IARs that pass validation and are stored in the ICS are assigned a document status. The status of an IAR can only be determined by checking the ICS. The possible statuses for an IAR are:

- **Clear** – the IAR has been validated without error. This is the default status and is implied by the acceptance and storage of the report.
- **Withdrawn** – the IAR has been withdrawn. This is indicated by the ‘withdrawn’ indicator displayed across the top of the screen in bold red text.

LEGISLATION

**Customs Act 1901**

Section 64 requires that the pilot or owner of an aircraft must communicate an impending arrival report not later than three hours prior to the arrival of the aircraft, unless the flight is likely to take less than three hours. If the flight is likely to take less than three hours then the impending arrival report must be reported one hour prior to arrival at the first Australian airport, or in a shorter time frame as prescribed.

OFFENCES

Section 64 – An offence against subsection 64(13) – ‘Impending arrival report not communicated in accordance with approved form or statement, IAR not communicated in a timely and accurate fashion’ – this is an offence of strict liability under subsection 64(14), with a maximum penalty of 60 penalty units. The Infringement Notice Scheme (INS) applies to offences against section 64(13), with a penalty of twelve penalty units.

An offence against subsection 64(12) – ‘Impending arrival report intentionally not communicated in accordance with approved form or statement, IAR intentionally not communicated in a timely and accurate fashion’ – this is a fault-based offence with a maximum penalty of 120 penalty units.

A penalty unit is defined in subsection 4AA(1) of the *Crimes Act (Cwlth) 1914*.

FURTHER INFORMATION

Further information about the Customs Regulatory Philosophy can be found at [http://www.customs.gov.au](http://www.customs.gov.au)

Further information about the Customs Infringement Notice scheme can be found at [http://www.customs.gov.au](http://www.customs.gov.au)
CREATING AN IMPENDING ARRIVAL REPORT IN CI

The Air Impending Arrival Report Create Screen in Customs Interactive (CI) enables users with the appropriate access to lodge detailed information relating to the impending arrival of an international flight.

An air impending arrival report must be lodged at least three hours before the estimated time of arrival of an international flight into an Australian airport.

When an air impending arrival report is created, the ICS will attempt to subsequently link the air impending arrival report to other reports (e.g., an actual arrival report) received by the ICS. The ICS does this by comparing link fields such as the Flight No and Last O/S Departure fields.

Tip: before attempting to create an impending arrival report in CI, ensure that you have all required information and codes. It is NOT possible to use the CI reference search function (e.g., for a UNLocode) and lodge an IAR simultaneously.

The following table lists the codes that may be required in lodging an IAR and the fields to which they apply.

<table>
<thead>
<tr>
<th>Field name</th>
<th>Type of code/identifier</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flight No</td>
<td>Three character airline code plus five character flight number</td>
</tr>
<tr>
<td>Codeshare Flight No(s)</td>
<td></td>
</tr>
<tr>
<td>Responsible Party ID</td>
<td>Australian Business Number (ABN) or Customs Client Identifier (CCID)</td>
</tr>
<tr>
<td>Last O/S Departure Port</td>
<td></td>
</tr>
<tr>
<td>Arrival Port Code</td>
<td>United Nations location Code (UNLocode)</td>
</tr>
<tr>
<td>Overseas Routing Port Code(s)</td>
<td></td>
</tr>
<tr>
<td>CTO Establishment ID</td>
<td>Establishment identifier</td>
</tr>
</tbody>
</table>

Tip: an impending arrival report can contain a maximum of 999 lines. A maximum of 50 lines can be added to a page before the IAR must be submitted. To add additional lines, refer to Amending an Impending Arrival Report.

To create an air impending arrival report in Customs Interactive:

Step 1. From the main menu, click on Imports, click on Air Arrivals and then click on Create IAR.

The Air Impending Arrival Report Create screen displays.
The Air Impending Arrival Report Create screen enables users to enter details to create an air impending arrival report.

Note: the Reported By ID field will default to the ABN/CCID (Australian Business Number/Customs Client Identifier) of the reporting party and is read-only.

Step 2. In the Flight Number field, enter the airline code (as allocated by the International Air Transport Association (IATA), and flight number (as assigned by the carrier to identify the journey of the aircraft) for the flight (for example, QF001).

Step 3. In the Last O/S Departure Port field, enter the United Nations Location code (UNLocode) of the last overseas port of departure.

Step 4. In the Last O/S Departure Date field, enter the date that the flight departed the last overseas port. This is the local port date.

Step 5. In the Last O/S Departure Time field, enter the time that the flight departed the last overseas port. This is the local port time in 24hr format, for example ‘16:45’.

Step 6. (Optional) In the Aircraft Registration field, enter the international registration code for the aircraft, for example, VHABC.

Step 7. In the Responsible Party ID field, enter the identifier of the party responsible for the content of the information, not necessarily the user who sent
the report. The identifier is either an Australian Business Number (ABN) or Customs Client Identifier (CCID). To be a valid identifier, an ABN must be registered in the ICS.

**Step 8.** In the **Responsible Party Name** field, enter the name of the operator of the aircraft. This is not necessarily the user who sends the report to Customs.

**Note:** this field populates automatically with the party name when the Responsible Party ID field is entered.

**Step 9.** (Optional) In the **Codeshare Flight No(s)** fields, enter the flight numbers of any codeshare flights. Up to nine codeshare flights can be entered. The Codeshare Flight No(s) are the alternative flight numbers of other carriers with whom a business relationship or partnership is in place, for example, where a carrier has leased space from the airline operator on the aircraft for a particular flight. Enter the airline code(s) in the 1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup> columns. Enter the corresponding route number(s) in the 2<sup>nd</sup>, 4<sup>th</sup> and 6<sup>th</sup> columns.

**Step 10.** (Optional) In the **Overseas Routing Port Code(s)** field, enter the UNLocode for each of the ports of call en route to Australia.

To create a port of arrival detail line:

**Note:** An air IAR must include a port of arrival detail line for each port the aircraft will visit while in Australia.

**Step 11.** In the **Arrival Port Code** field, enter the UNLocode of the port where the flight will first arrive in Australia.

**Note:** for Electronic Data Interchange (EDI) messages, the Integrated Cargo System (ICS) will convert International Air Traffic Association (IATA) codes into UNLocodes.

**Step 12.** In the **Estimated Arrival Date** field, enter the estimated arrival date of the flight. This is the local port date.

**Step 13.** In the **Estimated Arrival Time** field, enter the estimated arrival time of the flight. This is the local port time in 24hr format, for example ‘16:45’.

**Step 14.** In the **Discharge Indicator** field, click on the drop-down button and select either **YES** or **NO** to indicate whether cargo is to be discharged in the nominated port.

If you selected **YES**, refer to **Step 15**

If you selected **NO**, refer to **Step 17**.

**Step 15.** (Optional) In the **Discharge CTO ID** field, click on the plus icon.
Note: if the Discharge Indicator is set to YES, a Discharge CTO ID must be supplied.

The Impending Arrival Report – Establishment IDs screen displays.

The Impending Arrival Report Establishment ID screen enables users with the appropriate access to add establishment identifiers to an air impending arrival report.

Step 16. In the fields available, enter the establishment identifiers for the cargo terminal operators (CTOs) where the flight will be discharging cargo.

Note: to exit this screen without saving, click on the Cancel button.

Step 17. Click on the OK button.

The Air Impending Arrival Report Create screen displays.

Note: to add a port of arrival detail line, click on the Add Line button.

Note: to exit this screen without saving, click on the Cancel button.

Step 18. Click on the Submit button.

The Air Impending Arrival Report View screen displays.

The following table lists the options available on the Air Impending Arrival Report Create screen.

<table>
<thead>
<tr>
<th>Option</th>
<th>Action</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>To view discharge CTO detail(s) for a particular line.</td>
<td>Click on a drop-down button in the CTO column.</td>
<td>A drop-down list appears with discharge CTO establishment(s) for the relevant line.</td>
</tr>
<tr>
<td>To remove a line of port of arrival details.</td>
<td>In the Port of Arrivals Details section, select the appropriate checkbox(es) in the Remove Line column.</td>
<td>When the Impending Arrival Report is submitted, the selected line(s) will be removed.</td>
</tr>
</tbody>
</table>
SEARCHING FOR AN AIR IMPENDING ARRIVAL REPORT

The Air Arrivals Search screen enables users with the appropriate access to search for air arrival reports including the impending arrival report.

To search for an air impending arrival report:

**Step 1.** From the main menu, click on **Imports**, click on **Air Arrivals** and then click on **Search**.

The Air Arrivals Search screen displays.

The default report in the Select Report field is AIR IMPENDING ARRIVAL.

The default search criterion in the Select Combination field is FLIGHT NO, ARRIVAL PORT CODE, ESTIMATED ARRIVAL DATE. Fields for this search combination are displayed as mandatory fields. All other fields are disabled.

**Step 2.** In the **Select Report** field, click on the drop-down button and select either **AIR IMPENDING ARRIVAL** (default) or **AIR ACTUAL ARRIVAL**.

**Step 3.** In the **Select Combination** field, click on the drop-down button and select one of the following options:

- FLIGHT NO, ARRIVAL PORT CODE, ESTIMATED ARRIVAL DATE (default)
• CODESHARE FLIGHT NO, ARRIVAL PORT CODE, ESTIMATED ARRIVAL DATE

• ARRIVAL PORT CODE, ESTIMATED ARRIVAL DATE

• FLIGHT NO, ARRIVAL PORT CODE, DISCHARGE CTO

• ARRIVAL PORT CODE, DISCHARGE CTO, ESTIMATED ARRIVAL DATE.

**Tip:** Choosing an appropriate search option will make searching more efficient.

When a broad search option is used, a list will usually be returned. From this screen a specific document can be chosen. The broadest search option available is the ARRIVAL PORT CODE, ESTIMATED ARRIVAL DATE option.

**Step 4.** Enter the relevant values in the mandatory fields.

**Note:** the date range must be no more than seven days.

**Note:** to clear the search criteria entered, click on the Clear button.

**Step 5.** Click on the **Search** button.

If only one record is found, the **Air Impending Arrival Report View** screen displays.
If multiple records are found, the Air Impending Arrival Report List screen displays.

The Air Impending Arrival Report List screen displays a list of air impending arrival reports.

The air impending arrival report list is sorted by flight number and estimated arrival date. All fields are read-only.

The following table lists the options available on the Air Impending Arrival Report list screen.

<table>
<thead>
<tr>
<th>Option</th>
<th>Action</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>To view the previous or next page of results.</td>
<td>Click on the Page Prev or Next button.</td>
<td>The previous or next page of results displays.</td>
</tr>
<tr>
<td>Note: only available if more than one page exists.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>To perform another search (with existing search criteria retained).</td>
<td>Click on the Back hyperlink.</td>
<td>The Air Arrivals Search screen displays with the previously entered search criteria retained</td>
</tr>
<tr>
<td>To perform another search (with default search criteria).</td>
<td>Click on the New Search hyperlink.</td>
<td>The Air Arrivals Search screen displays with the default search criteria.</td>
</tr>
</tbody>
</table>

Step 6. Click on a hyperlink in the Flight No column.
The Air Impending Arrival Report View screen displays.

The Air Impending Arrival Report View screen enables users to view the full details of an air impending arrival report.

All fields are read-only.

If the Air Impending Arrival Report View screen is accessed from another document in the ICS, the following changes occur:

- the Report Prev and Next buttons are disabled
- the Amend and Withdraw buttons are disabled
- the Show Hyperlink column is not displayed.

The following table lists the options available on the Air Impending Arrival Report View screen.

<table>
<thead>
<tr>
<th>Option</th>
<th>Action</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>To view the previous or next version of the air</td>
<td>Click on the Version</td>
<td>The previous or next version of the air impending arrival report displays.</td>
</tr>
<tr>
<td>impending arrival report.</td>
<td>&lt; or &gt; button.</td>
<td>Note: fields on the version are highlighted if they are different from the fields on the previous version.</td>
</tr>
<tr>
<td>Option</td>
<td>Action</td>
<td>Result</td>
</tr>
<tr>
<td>--------------------------------------------------------</td>
<td>---------------------------------------------</td>
<td>------------------------------------------------------------------------</td>
</tr>
<tr>
<td>To view discharge CTO detail(s) for a particular line.</td>
<td>Click on a drop-down button in CTO column.</td>
<td>A drop-down list appears with discharge CTO establishment(s) for the relevant line.</td>
</tr>
<tr>
<td>To view hyperlinks for documents/reports associated with a particular line.</td>
<td>Select the appropriate option in the Show Hyperlink column.</td>
<td>Hyperlinks for documents/reports associated with the selected line display, where available. For further details on this function, refer to volume 1 module 1.</td>
</tr>
<tr>
<td>To view the associated outbound messages.</td>
<td>Click on the <strong>Outbound Msg</strong> hyperlink.</td>
<td>The Outbound Message Search screen displays. Refer to volume 1 module 4.</td>
</tr>
<tr>
<td>To view a linked air cargo report.</td>
<td>Click on the <strong>Air Cargo</strong> hyperlink.</td>
<td>The Air Cargo Report View screen displays.</td>
</tr>
<tr>
<td><strong>Note:</strong> the hyperlink only displays if the air cargo report exists and you are the reporting party.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>To view a linked air actual arrival report(s).</td>
<td>Click on the <strong>Actual Arrival</strong> hyperlink.</td>
<td>If more than one related report exists, the Air Actual Arrival List screen displays. If one related report exists, the Air Actual Arrival View screen displays.</td>
</tr>
<tr>
<td><strong>Note:</strong> the hyperlink only displays if an air actual arrival report exists.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>To view EDI site details.</td>
<td>Click on the <strong>View EDI Details</strong> hyperlink.</td>
<td>The View EDI Details screen displays.</td>
</tr>
<tr>
<td>To view the previous or next report.</td>
<td>Click on the Report <strong>Prev</strong> or <strong>Next</strong> button.</td>
<td>The previous or next report displays from the list resulting from the search.</td>
</tr>
<tr>
<td><strong>Note:</strong> only available if your search found more than one record.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>To amend the current air impending arrival report.</td>
<td>Click on the <strong>Amend</strong> button.</td>
<td>The Air Impending Arrival Report Amend screen displays.</td>
</tr>
<tr>
<td>To withdraw the air impending arrival report.</td>
<td>Click on the <strong>Withdraw</strong> button.</td>
<td>The Air Impending Arrival Report View screen display. Refer to Withdrawing an Air Impending Arrival Report on page 2.19.</td>
</tr>
</tbody>
</table>
AMENDING AN AIR IMPENDING ARRIVAL REPORT IN CI

The Air Impending Arrival Report Amend screen in Customs Interactive (CI) allows users with the appropriate access to amend the details of an air impending arrival report.

Changes can be made to some details in the header and lines can be amended, deleted and added. An air impending arrival report that is lodged by an external party may be amended by a Customs officer.

However, once a Customs officer has made an amendment, the client cannot make subsequent amendments; these must be made by a Customs officer.

**Tip:** before attempting to amend an air impending arrival report (IAR), ensure that you have all required information and codes. It is NOT possible to use the reference search function (i.e., for a UNLocode) and amend an IAR simultaneously.

To amend air impending arrival report details:

**Step 1.** From the Air Impending Arrival Report View screen, click on the Amend button.

The **Air Impending Arrival Report Amend** screen displays.

The Air Impending Arrival Report Amend screen enables users to amend the details of an air impending arrival report.

Changes to an air impending arrival report can be made to the header, and lines can be amended, deleted and added.
The following fields are read-only:

- Flight No
- Last O/S Departure Port Code
- Last O/S Departure Date
- Reported By ID
- Responsible Party ID
- Arrival Port Code.

The following fields can be amended if required:

- Last O/S Departure Time
- Aircraft Registration
- Codeshare Flight No(s)
- Overseas Routing Port Code(s)
- Estimated Arrival Date
- Estimated Arrival Time
- Discharge Indicator
- Discharge CTO ID.

Step 2. Make the required changes to the impending arrival report.

Note: the Discharge CTO ID field must be populated using a search. Click on the book icon and select the relevant CTO identifier from the list. On return to the Air Impending Arrival Report Amend screen, the field will be populated. Refer to Adding an Establishment ID to an Air Impending Arrival Report on page 2.19.

Note: to exit this screen without saving, click on the Cancel button.

To remove an existing port of arrival detail line:

Step 3. On the port of arrival detail line(s) you wish to delete, select the appropriate checkbox(es) in the Remove Line column.

Step 4. Click on the Submit button.

The Air Impending Arrival Report View screen displays.

Adding and removing a port of arrival detail line

Additional port of arrival lines can be added or removed if required.

Note: a maximum of 99 lines can be added before the report must be submitted.

To add a port of arrival detail line:
Step 1. Click on the Add Line button

Step 2. In the Arrival Port Code field, enter the UNLocode of the port where the flight will arrive.

Step 3. In the Estimated Arrival Date field, enter the scheduled arrival date of the flight. This is the local port date.

Step 4. In the Estimated Arrival Time field, enter the scheduled arrival time of the flight. This is the local port time.

Step 5. In the Discharge Indicator field, click on the drop-down button and select either YES or NO to indicate if cargo is to be discharged in the nominated port.

If you selected YES, refer to Step 6
If you selected NO, refer to Step 9.

Step 6. In the Discharge CTO ID field, click on the plus icon.

The Impending Arrival Report – Establishment IDs screen displays.

The Impending Arrival Report Establishment ID screen enables users with the appropriate access to add establishment identifiers to an air impending arrival report. Establishment identifiers are only added to an air impending arrival report if the aircraft is discharging cargo at two or more Cargo Terminal Operators (CTOs) in the one port.

Step 7. In the fields available, enter the establishment identifiers for the cargo terminal operators (CTOs) where the flight will be discharging cargo.

Note: to exit this screen without saving, click on the Cancel button.

Step 8. Click on the OK button.

The Air Impending Arrival Report Create screen displays.

Note: to exit this screen without saving, click on the Cancel button.

Step 9. Click on the Submit button.

The Air Impending Arrival Report View screen displays.
The following table lists the options available on the Air Impending Arrival Report Amend screen.

<table>
<thead>
<tr>
<th>Option</th>
<th>Action</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>To view discharge CTO detail(s) for a particular line.</td>
<td>Click on a drop-down button in the CTO column.</td>
<td>A drop-down list appears with discharge CTO establishment(s) for the relevant line.</td>
</tr>
<tr>
<td>To remove a line of port of arrival details.</td>
<td>In the Port of Arrivals Details section, select the appropriate checkbox(es) in the Remove Line column.</td>
<td>When the Impending Arrival Report is submitted, the selected line(s) will be removed.</td>
</tr>
</tbody>
</table>
WITHDRAWING A AIR IMPENDING ARRIVAL REPORT IN CI

The Air Impending Arrival Report View screen in Customs Interactive allows users with the appropriate access to withdraw an air impending arrival report.

To withdraw an air impending arrival report:

Step 1. From the Air Impending Arrival Report View screen, click on the Withdraw button.

A confirmation box displays.

Step 2. Click on the OK button.

The Air Impending Arrival Report View screen redisplay with a Withdrawn indicator in red text at the top of the screen.
RELATED TOPICS

For information on Cargo Reporting, refer to Module 1.
For information on Air Cargo Reports, refer to Module 3.
For information on Air Actual Arrival Reports, refer to Module 4.
For information on Air Outturn Reports, refer to Module 5.
For information on Underbond Movement Requests, refer to Module 6.
For information on Self Assessed Clearance Declarations, refer to Module 19.
For information about the Reference Functionality relating to Cargo Reporting, refer to Volume 1 Module 5.3.

FURTHER ASSISTANCE

Email cargosupport@customs.gov.au or phone 1300 558 099.