

MAIL HANDLING

COURSE OBJECTIVES

To accept and handle the mail, to deal with the operations of transferring mail , to mail documents in safe and secure way.

WHO SHOULD ATTEND

Mail and Cargo services staff, managers and warehouse staff, A/C Handling and Loading Staff and those who have relevance to the subject matter.

DURATION

- INITIAL: 3 DAYS

COURSE CONTENTS

- Definitions and Glossary of Terms
 - Codes and abbreviations
 - Classes of Mail
 - Acceptance of Mail
 - Mail Documents
 - Transfer of Mail
 - Delivery of Mail
 - Mishandling Procedures
 - Operational Irregularities
 - Mail Security
 - Mail Safety
 - Diplomatic Mail
 - Company Mail
 - **Customer Airlines Requirements (if any)**
- Examination

