

GENERAL CARGO DOCUMENTS/SALES & RATES/ ACCEPTANCE & HANDLING)

COURSE OBJECTIVES

To understand aircraft routings and industry manuals such as TACT and OAG World Airways Guides, To apply basic rating principles and state and operator variations, To accept cargo and complete documents according to IATA standards, improving customer service To provide instruction in the application of the published through rates and charges to cargo shipments, After completion this course, the student will be able to select the appropriate rates and establish the charges applicable to normal and special shipments and calculate and enter normal and special rating details on the airway bill.

WHO SHOULD ATTEND

Cargo sales and reservations staff. Staff engaged in cargo acceptance and handling, in particular with a sound background in the air cargo industry and Syrian Air cargo handling procedures

DURATION

INITIAL :6 DAYS

RECURRENT: 6 DAYS

COURSE CONTENTS

- General Information
 - a. International Organizations
 - b. Traffic Conference Areas
 - c. Air Traffic Rights
 - d. Terms & Codes
 - e. The air cargo strategy
 - Cargo Guides: a. Definition b. How to Use
 - Rates: a. Definition b. Types of Rates
 - Cargo Acceptance: a. Terms of Acceptance b. .Shipper's Rights
 - Cargo Documents
 - a. Airway bill: Definition, Validation, AWB Completion
 - b. Cargo Manifest
 - c. Air Cargo Transfer Manifest
 - Aircraft Structural Load Limitations: (in brief)
 - a. Cargo Preparation for Carriage
 - b. Communication of Load data to Load Control
 - *Customer Airlines Requirements (if any)*
- Examination

