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### **Embargo**

Ensure that there is no embargo placed on any sector domestic or international either by **Airlines** or by any interline partner, before acceptance.

### **Responsibilities of shipper**

The shipper is obligated to comply with all customs regulations and all other governmental regulations relating to the packing, carriage and furnishing of such information, and completion of all necessary documentation. However, the carrier is under no obligation to inquire into the correctness of required information.

### **Packing and markings of packages**

The shipper is responsible for ensuring that the cargo is packed in an appropriate way for air-carriage, that it can be carried safely so as not to injure or damage any persons, goods or property. Each package must be legibly and durably marked with the name and full address of the shipper and consignee.

### **Payment**

Unless otherwise arranged charges are payable by the shipper in advance i.e. "Charges Pre-Paid". However goods may be accepted on "To Pay" (charges collect).

### **Following cargo are not to be accepted on "Charges Collect Basis".**

1. Perishables
2. Live animals
3. News Papers
4. Human remains
5. Unaccompanied Baggage/Personal Effects.

### **Labeling**

Labels must be fully visible, and all old labels and markings must be deleted / removed. A fresh cargo Label/Sticker should be used on all packages. Standard IATA Labels for consignment like "Perishables", "Live Animals", "Fragile", "Dangerous Goods", must be affixed/attached by the Consignor on packages containing such articles.

The acceptance, marking-labelling, transportation charges, stowage, responsibilities of shipper etc. are all separate for various categories of cargo like for human remains, perishable cargo, dangerous goods, live animals, newspapers, magazines, periodicals, books, catalogues, braille type equipment etc.

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## **13.5 TRANSPORTATION CHARGES & CARGO RATES**

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### **Transportation Charges**

The Rate is the amount charged by Airlines for carriage of a unit of weight / volume or

value of goods. Applicable rates are the published rates in effect on the date of issuance of Air Waybill by Airlines or by its authorized-agents are on airport-to-airport basis.

1. 'Charge' is an amount to be paid for carriage based on the applicable rates for such carriage, or an amount to be charged for a special or an incidental service in connection with the carriage of goods.
2. Calculation of charges for goods shall be made by multiplying the applicable rate per kilo by the chargeable weight / volume- whichever is higher.
3. Domestic commodity rate can be combined with Domestic General Cargo rate. Where through rate exists, a lower combination of rates via third point is not permissible. However, when no through rates can be constructed via a third point to give benefit of the lowest combination.

#### **Various types of cargo rates and charges are**

1. **Minimum charge:** In no event shall the charge for any shipment be less than the minimum charge (s).
2. **Normal Rate:** Also known as "N" rate shall be charged till the break-even weight is reached.
3. **General Cargo rates:** General cargo rates are normal freight rates for carriage of goods in general as under:
  - I. Under 45 Kgs. (Normal Cargo rate.)
  - II. 100 Kgs. and above or higher break points. (Bulk rate).
4. **Specific Commodity Rates:** Specific commodity rate (s) are usually lower than general cargo rate and are published for specific commodities on specific sectors or specific routes with specified minimum weight breaks.
5. **Class Rates:** Rates applicable to a specifically designated class of goods such as newspapers, live animals, gold/silver bullion etc. These are generally expressed as a percentage increase or decrease over the normal (-45 kgs. rate) and take Precedence over all other rates.

**Valuation Charges:** (Charges in relation to value) Shipper must declare value of his goods for carriage in any amount provided that NVD may constitute such a declaration. For the purpose of applying valuation charge, the value per kg must be determined by dividing the shipper's declared value for carriage by the Gross weight of the consignment

#### **Charges collect fee**

A shipment may be accepted on charges collect (To Pay) basis provided the total freight and valuation charges, if any, are Rs. 500/- or more and does not contain:

- a) Perishables
- b) Live animals
- c) Newspapers
- d) Human Remains
- e) Unaccompanied Baggage/Personal Effects.
- f) Where the resale value of the goods would be less than the total amount to be collected.



A Charge collect fee at a rate of 4 % of freight and valuation charges, if any is generally levied on such shipments. "CC" fee shall not repeat not be shown on Air Waybill at the time of booking but shall be responsibility of the destination to ensure collection of this fee along with charges collect (To Pay) amount as reflected 'on the Air Waybill' at the time of delivery.

In case of recalled shipments, all charges as reflected on original Air Waybill plus charges collect (To pay) charges, if any, and the re forwarding /other charges, must be deposited by the consignor at the time of exercising his right of disposition.

### **Rate Classification Code**

The following codes will be used for classification of the type of rate to be applied:

M - Where minimum charge applies.

N - Where normal charges apply.

Q - Where quantity (bulk) rate applies.

C - Where specific commodity rate applies.

R - Where class rate with reduction to normal rate applies.(Rebated)

S - Where class rate with surcharge to normal rate applies.

### **Commodity classification code**

Given hereunder are the broad headings of the various types of commodity codes as accepted by IATA

### **CLASSIFICATION CODES**

- 0001- 0999 - Edible animal and vegetables products.
- 1000-1999 -LiveAnimal and Inedible Animal and vegetable products.
- 2000-2999 - Textiles, Fibers and manufactures.
- 3000-3999 -Metals and Manufacturers, excluding machinery, vehicles, and electrical Equipment.
- 4000-4999 -Machinery, Vehicles and Electrical Equipment.
- 5000-5999 - Non-metallic Minerals and Manufactures.
- 6000-6999 - Chemicalsand related products.
- 7000-7999 - Paper, Reed, Rubber and Wood Manufacturers.
- 8000-8099 - Scientific, Precision, Dental and supplies optical, photographic and projection equipment and supplies.
- 9000-9999 - Miscellaneous.

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## **13.6 CARGO HANDLING**

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### **Dispatch of cargo**

At the originating station, the following steps should be taken while dispatching the cargo:

- a) Destination wise consignment notes should be segregated.
- b) Consignment notes should be manifested in the Cargo Manifest of the flight.

c) Columns of the Cargo Manifest (Performa given on facing page) are to be invariably completed as indicated hereunder:

- 1) Marks of Nationality Registration
- 2) Flight No.
- 3) Point of lading (Origin Station)
- 4) Point of unloading (Destination Station)
- 5) Air Waybill Number
- 6) Number of Packages
- 7) Nature of Goods

The nature of goods is to be indicated as declared by the shipper and noted on the face of the Air Waybill

- 8) Gross Weight (kgs.)
- 9) From
- 10) To
- 11) For official use (Remarks)
- 12) Prepared By
- 13) Page of pages

#### **Part shipment**

When it is necessary to split the shipment due load/space difficulty, additional copies of the Air Waybill shall be made out. Original Air Waybill must be forwarded with the first part dispatched and endorsed "Shipment split, remainder to follow." Give the notation in remarks box of the cargo manifest also.

The actual weight of part shipment and number of pieces shall be clearly shown on the cargo manifest, while doing so MESSAGE must be sent to the Station of Destination, quoting AWB number, weight of the packages and number of packages dispatched.

#### **Offloading sequence - Order of offloading (Outbound)**

1. Non-urgent service consignments.
2. Staff freight shipped at 90 percent concession.
3. Unaccompanied staff baggage.
4. Staff travels priority: FOC sub load passengers, including staff of other companies, - traveling subject to load.
5. Staff travels priority Employees/interlines courtesy passengers traveling at 90 or 75 percent rebate tickets.
6. Unaccompanied baggage.
7. General cargo.
8. Parcel mail.
9. Letter mail.
10. Courier mail.
11. Live animals.
12. Expedite baggage(baggage under rush tag which was previously mis-handled).
13. Perishable cargo (meat, vegetables, etc).
14. Newspapers, news films, etc.
15. Mails

16. Commercial passengers holding RQ / WL tickets.
17. Commercial passengers. (First Check Last Off)
18. Valuable cargo
19. Dip mail
20. Dangerous Goods
21. AOG
22. Human remains.

### **NOTIFICATION TO CAPTAIN (NOTOC)**

It is mandatory to notify the Captain in writing of any carriage of load (e.g. dangerous goods, live animals, valuable, heavy cargo and perishable cargo on board the aircraft. This form must be raised for every flight by every station. Cargo staff will raise the form.

The Captain must sign the form. One signed copy will be retained on the station file. For carriage of live animals and perishable cargo the Captain should be advised of the species, location, temperature required quantity of all cargo on board the aircraft. Where applicable, special, handling information (e.g. feeding instructions, loading instructions, cargo temperature requirements and etc.) of the above items must be indicated on the "other information" box of this form.

### **Delivery of cargo at destination**

The cargo accepted from the airport must be entered in Arrival Cargo Register according to the details available on the air waybill and cargo manifest. The flight number and date of arrival shall be entered on all Air Waybills.

- I. A Cargo Arrival Notice should be sent out to the consignee according to the address shown on the air waybill within 24 hours of arrival of the flight.  
A specimen Copy of the Cargo Arrival Notice is shown for information.
- II. When the telephone number of the consignee is known (say a regular consignee) or is shown on the Air Waybill, he must be advised the arrival of his cargo. This fact should be suitably noted. However, a cargo arrival notice must be sent out even for such consignments where consignee is telephonically advised.

### **Cargo shall be delivered to:**

- a) The consignee named on the face of the air waybill.
- b) The agent nominated by consignee through a letter of authority.

### **Delivery of part/damaged shipment**

While effecting delivery of part/damaged shipments following procedure to be observed.

- a) Issue part/damaged delivery certificate (if required by consignee) after weighing the Part shipment/damaged shipment on hand.
- b) Weigh the balance part or the complete shipment (if still on hand) before handing - over and find out the exact loss of weight as per AWB to ascertain the nature of loss / Total Kgs / nature of damage etc., and tally with AWB.
- c) Keep full record of AWB / loss of -weight / nature of damage and in case of claim, all available information will help to settle cargo - claim.

The person entitled to deliver must make a complaint to the carrier in writing in the case:

- I. Visible damage to the goods, immediately after discovery of the damage and at the latest within seven (7) days from receipt of the goods;
- II. Of other damage of the goods, within fourteen (14) days from the date of receipt of the goods;
- III. Of delay, within twenty-one (21) days of the date the goods are placed at his disposal; and
- IV. Of non-delivery of the goods, within one hundred and twenty (120) days from the date of the issue of the issue of the air waybill.

For the purpose of visible damage to the goods, complaint in writing may be made to the carrier whose air waybill was used or to the first carrier or to the last carrier who performed the transportation during which the loss, damage or delay took place.

#### **Identity check**

In establishing consignee's identity, tact is to be exercised. The best means of establishing the identity are:

- a) A responsible officer or staff of Airlines may personally know the consignee or his agent.
- b) Business reference.
- c) Ring up the consignee and obtain confirmation.
- d) Identification cards, driving license, passport or ration card may be accepted for identity verification and a copy of same has to be attached to the flight file for future reference. (if any).

#### **Major Cargo Airlines**

##### **GLOBAL:**

<b>S.No.</b>	<b>Name of the Airline</b>
1	FedEx Express
2	Qatar Airways Cargo
3	UPS Airlines
4	Emirates Sky Cargo
5	Cathay Pacific Cargo
6	Korean Air Cargo
7	Lufthansa Cargo
8	Cargolux
9	Turkish Airlines
10	China Southern Airlines Cargo
11	Turkish Airlines
12	China Airlines
13	United Airlines Cargo Division
14	British Airlines Cargo Division
15	Asiana Airlines Cargo Division
16	Polar Air Cargo

17	American Airlines Cargo Division
18	Air France Cargo Division
19	KLM Cargo Division
20	EVA Air Cargo Division
21	Etihad Airways Cargo Division

**In India:**

1. Blue Dart Aviation
2. SpiceXpress
3. Quikjet Airlines

**Check Your Progress 3**

1. Discuss the details of Acceptance of General Cargo.

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2. Describe the various Commodity Classification Codes.

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3. Write a detailed note on Cargo Handling.

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**13.7 LET US SUM UP**

After learning through this unit, the learner is now ready with a basic understanding of the air cargo operation and with further reading and internships is ready to make a career in air cargo operations. In this unit we have learned about the basics of the air cargo operations with concepts like embargo, consolidation, deconsolidation, air way bill, acceptance of general cargo, transportation and cargo rates, dispatch and delivery of air cargo. The learners also have knowledge of the most important cargo airlines of the world and of India. The learners are advised to have internship in an air cargo company for exhaustive knowledge and first hand practical exposure of the industry.

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**13.8 FURTHER READING**

- Air Cargo Manual of SpiceXpress/ Air India