

1. General

1.1. Compliance

The Air Cargo Basic Course of Ospentos International OÜ is prepared in accordance with the air cargo industry best practices and relevant IATA regulations and recommendations: Cargo Handling Manual (ICHM), The Air Cargo Tariff and Rules (TACT), ULD Regulations, Dangerous Goods Regulations (DGR), Live Animal Regulations (LAR), Perishable Cargo Regulations (PCR), Temperature Control Regulations (TCR).

1.2. Purpose

The Air Cargo Basic Course is intended for the purpose of training the staff related with air cargo activities – freight forwarders, sales agents, cargo handling specialists, etc.

1.3. Course objectives

Participant is familiar with basic rules and regulations of air cargo transport, is able to explain air-freight carriage technical solutions, ground handling and cargo terminal procedures and documentation, is familiar with air-freight pricing and rate calculation. Has IATA DGR category 4 awareness competence.

1.4. Methods of training

The classroom training is built up on lecture format, with presentation of course material. Exercises based on practical examples are prepared during the course. Additional video material is introduced in case necessary. The course materials are provided to the participants.

1.5. Completion of the training

The knowledge of the attendees is checked by written test(s). The course is successfully passed if the score of correct answers is at least 70%.

After the successful completion of the course, Ospentos International issues the Training Certificates to the participants.

2. Training Program

Day 1

Introduction

Basics of air cargo transport. Advantages of air cargo. Integrators vs expedited air-freight.

Classification of aircrafts, common aircraft types.

Narrow-body vs wide-body aircrafts. Passenger and freighter aircrafts. Loading decks. Characteristics of commonly used aircraft types. Loading specifics, capacity, flight range.

Characteristics of aircraft cargo holds, ULD types

Bulk aircraft cargo holds vs palletized holds. Commonly used ULD types and characteristics. ULD identification. ULD pallet contour characteristics.

Loading equipment

Aircraft loading activities. Technical equipment used in aircraft loading and ramp transport.

Day 2

Air cargo related organizations and conventions

IATA organization. Warsaw Convention, Montreal Convention, IATA Resolution 600b. Air Carrier liability limitations.

Air-freight forwarding and security requirements

Roles and responsibilities of participants in air-freight forwarding. Forwarding process. Air-freight booking. Codes of airlines and airports. Flight schedules. Air-cargo hub concept, Road Feeder Services. Security requirements of air-cargo, known consignor, regulated agent.

Specific commodities carriage by air transport

Dangerous goods transportation, IATA Dangerous Goods Regulations, cat 4 awareness level. Transportation of live animals, IATA Live Animal Regulations. Transport of perishable commodities, IATA Perishable Cargo Regulations, IATA Temperature Control Regulations.

Day 3

Air-freight pricing and tariffs

Air-freight rate principles, chargeable weight calculation, tariffs and break-points. TACT Rules, TACT Rates. Air-freight surcharges.

Air-freight documentation

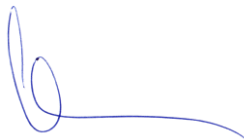

Master Air Waybill, House Air Waybill, consolidation manifest. MAWB numeration system. Consolidated shipment. Air-freight labelling.

Air cargo data exchange and tracking

E-freight process. IATA Multilateral agreement (Resolution 672). Electronic air-freight data, Cargo-IMP and XML message exchange. Air-cargo tracking.

Written test – 90 min

3. Internal approvals

Position	Name	Signature	Date
Instructor	Valter Veedler		15.02.2018
Member of the Management Board	Haiti Arendi		15.02.2018