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SECTION 01.02 JURISDICTIONS AND LEGAL REQUIREMENT

1. PURPOSE


This procedure establishes guidelines for identifying jurisdiction and legal requirement of Ground Operation Manual (GOM) and also for demarcating the responsibilities between Ethiopian Appointed Cargo Managers and Airport Services Managers.

2. REVISION HISTORY

Date	Revision No.	Change	Reference Section(s)
01 January 2006	1.0		All
01 November 2009	1.1	ET standard formatting	All
01 June 2013	1.2	New Organizational structure and 7 step format	1
01 December 2013	1.3	New Organizational Structure	01.02
15 December 2015	1.4	New Organizational Structure and inclusion of IATA ULD Regulation manual to Ethiopian organized documentation and library system.	01.02
31-December 2016	1.5	General annual revision	01.02
31-December-2018	1.6	General revision	01.02
31-Jul-2019	1.7	General revision	01.02
15-Mar-2020	1.8	General revision	01.02

3. PERSONS AFFECTED

All GOM users


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4. **POLICY**

- 4.1 Refer [Management Policy Manual Chapter 12](#)
- 4.2 Ground Operations Manual is the binding instructional document for:
 - 4.2.1 Ground handling of all aircrafts whether owned, leased or chartered.
 - 4.2.2 Personnel of cargo department or cargo handling company for all procedures, activities, information and data for ground handling of Ethiopian aircraft.
- 4.3 This Manual is not binding for ground operations of code share flights, which are operated under the full responsibility and regulations of the aircraft operator.

5. **DEFINITION**

- 5.1 Ethiopian - Ethiopian Airlines Enterprise
- 5.2 Wet lease-out - An aircraft which is operated under the Air Operator Certificate (AOC) of **Ethiopian** and with **Ethiopian** crew and that the rules, regulations and instructions of **Ethiopian** apply.
- 5.3 ECAA - Ethiopian Civil Aviation Authority
- 5.4 IATA – International Air Transport Association
- 5.5 GOM – Ground Operations Manual
- 5.6 GSM– Ground Services Procedure Manual
- 5.7 CSM – Cargo Services Manual
- 5.8 IATA PSCRM – IATA Passenger Services Conference Resolutions Manual
- 5.9 IATA CSCRM - IATA Cargo Services Conference Resolutions Manual
- 5.10 IATA AHM – IATA Airport Handling Manual
- 5.11 IATA LAR – IATA Live Animal Regulations
- 5.12 IATA PCR – IATA Perishable Cargo Regulations
- 5.13 IATA ULDR – IATA ULD (Unit Load Device) Regulations

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5.14 Q – Optional

5.15 M – Mandatory

5.16 N/A – Not Applicable

5.17 A/A – As Applicable

6. **RESPONSIBILITY**

6.1 Manager Ground Service Standards & Ground Handling Contract Management is responsible to inform the stations, if exceptional or deviating regulations apply for leased aircraft.

6.2 The manager airport services at outstations must make sure that all

6.2.1 ground operations personnel

6.2.2 other personnel working in ground operations

6.2.3 personnel working in cargo handling are trained and instructed about the relevant procedures and regulations for their specific jobs.

6.3 In the case of ADD Hub, MD Ethiopian Ground Services, MD Ethiopian Cargo & Logistics Services and the respective managers of the different units shall take the responsibilities.


7. **PROCEDURES**

7.1 **DEMARCATATION**

7.1.1 At outstations where **Ethiopian** has appointed cargo and airport managers, the responsibilities of the two managers shall be demarcated by local agreement. This agreement between the responsible manager of the station and the responsible manager of the cargo handling department demarcates the responsibilities of both parties.

7.1.2 In case of ADD hub, Director ADD-HUB Cargo Traffic Handling and Manager Ramp Services shall make an agreement to demarcate the responsibility of both parties in accordance with the procedures laid down in the GOM and CSM.

7.1.3 In all other cases, where a Manager Airport Services represents **Ethiopian**, the manager shall assume all responsibilities.

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7.1.4 See Chapter 4, section 04.03 subsection 7.3 of this manual 'Agreement between Cargo Handling and Station Operations' for guidance, on how to develop this agreement and which items must be covered.


7.2 **REQUIREMENT ON ORGANIZED DOCUMENTATION OR LIBRARY SYSTEM**

7.2.1 In order to facilitate the ground handling and cargo operation of Ethiopian, manuals (Hard copy/Electronic) shall be kept in an organized system or as a library at operational areas. Such documentation shall include but not limited to the following as deemed necessary.

7.2.2 Old/outdated/obsolete editions of (Hard Copy/Electronic) manuals and addendums as relevant must be identified and replaced with current versions. Such advice will be generally provided to the network in notification from time to time.


Type of Manual or Document	Offices				Managed and Distributed by
	Passenger & Baggage Service	Load Control	Ramp	Cargo	
GOPM (ET)	M	M	M	M	Manager Ground Service Standards & Ground Handling Contract Management.
CLSM (ET)	M	M	M	M	
GSPM (ET)	M	M	M	O	
AHM560 (ET)	O	M	N/A	M	Manager Aircraft Systems Engineering
IATA PSCRM	O	O	O	N/A	Manager Corporate Strategy & International Affairs
IATA AHM	M	M	M	M	
IATA TCR	O	M	M	M	Mgr. Cargo Mkt. Distribution & Promotions
IATA CSCRM	N/A	N/A	O	O	
IATA DGR	M	M	M	M	
IATA LAR	O	M	M	M	
IATA PCR	O	M	M	M	
IATA ULDR	M	M	M	M	
Other Regulatory & Industry Publications	A/A	A/A	A/A	A/A	A/A

Note: When **Ethiopian** is handled by external ground handling

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agents, the manager airport services of ET shall monitor that the required manuals are kept as per the above requirement. If there are deviations, efforts shall be made to make the handling agents avail the manuals at the appropriate facilities as indicated above. If the above ET manuals are not available with the ground handling agent, the station manger shall request same from Manager Ground Service Standards and Ground Handling Contracts Management.

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