

## 2.1. General

(For carrier deviating/additional rules see section 8.3.)

### 2.1.1. Acceptance of Consignments

Consignments are accepted by carriers:

- a. through IATA Cargo agents. In such cases the consignments shall be ready for carriage in accordance with Rule 2.3.2., or
- b. directly from shippers, in which case they shall be prepared for carriage in accordance with the other rules hereafter, provided there is no embargo established by a carrier involved in the total transportation. For embargoes refer to Rule 2.3.3.D.

### 2.1.2. Responsibility of Shipper

The carrier or its duly authorized agent for and on behalf of the shipper or consignee may, but shall not be obligated to, comply with the formalities required by customs and other Government authorities and may, but shall not be obligated to, advance any duties, taxes and other charges and make any disbursements; and the shipper, consignee and owner of the goods shall be jointly and severally liable to the carrier for the reimbursement of any payments so made. For any such purpose, a copy of the Air Waybill certified by the carrier shall be deemed an original.

The shipper is obligated to comply with all customs regulations and other governmental regulations of any country flown from, to, or over relating to the packing, carriage, and delivery of goods, including the furnishing of such information and documents as may be necessary to meet such requirements; however, the carrier is under no obligation to inquire into the correctness or sufficiency of required information, documents or marking.

### 2.1.3. Carriers' Liability

1. Carrier is liable to the shipper, consignee or any other person for damage sustained in the event of destruction or loss of, or damage to, or delay in the carriage of the cargo only if the occurrence which caused the damage so sustained took place during the carriage.
2. Except as may be otherwise provided for in any applicable Convention, carrier is not liable to the shipper, consignee or any other person for any damage, delay or loss of whatsoever nature arising out of or in connection with the carriage of cargo or other services performed by carrier, unless such damage, delay or loss is proved to have been caused by the negligence or willful default of carrier and there has been no contributory negligence on the part of the shipper, consignee or other claimant.
3. Carrier is not liable if the destruction, loss of or damage to cargo is proved to have resulted solely from the inherent defect, quality, nature or vice of that cargo.
4. Carrier will not be liable for any loss, damage or expense arising from death due to natural causes or death or injury of any animal caused by the conduct or acts of the animal itself or of other animals such as biting, kicking, goring or smothering, nor for that caused or contributed to by the condition, nature or propensities of the animal, or by defective packing of the animal, or by the inability of the animal to withstand unavoidable changes in its physical environment inherent in the carriage by air.
5. Carrier shall not be liable in any event for any consequential loss or damage arising from carriage subject to these conditions, whether or not carrier had knowledge that such loss or damage might be incurred.
6. If the damage was caused or contributed to by the negligence or other wrongful act or omission of the person claiming compensation, or the person from whom he derives his rights, carrier shall be wholly or partly exonerated from liability to the claimant to the extent that such negligence or wrongful act or omission caused or contributed to the damage.
7. Unless the shipper has made a special declaration of value for carriage and has paid the supplementary sum applicable, liability of carrier shall not exceed 19 Special Drawing Rights per kilogram of cargo destroyed, lost, damaged or delayed. If the shipper has made a special declaration of value for carriage, it is agreed that any liability shall in no event exceed such declared value for carriage stated on the face of the Air Waybill or included in the shipment record. All claims shall be subject to proof of value.

8. In the case of loss, damage or delay of part of the shipment, or of any object contained therein, the weight to be taken into consideration in determining the amount to which carrier's liability is limited shall be only the weight of the package or packages concerned. Nevertheless, when the loss, damage or delay of part of the shipment, or of an object contained therein, affects the value of other packages covered by the same Air Waybill, the total weight of such package or packages shall also be taken into consideration in determining the limit of liability. In the absence of proof to the contrary, the value of any such part of the shipment lost, damaged or delayed as the case may be, shall be determined by reducing the total value of the shipment in the proportion that the weight of that part of the shipment lost, damaged or delayed has to the total weight of the shipment.
9. The shipper, owner and consignee, whose property causes damage to or destruction of another shipment or of the property of carrier, shall indemnify carrier for all losses and expenses incurred by carrier as a result thereof. Cargo which, because of inherent defect, quality or vice or because of defective packing, is likely to endanger aircraft, persons or property may be abandoned or destroyed by carrier at any time without notice and without liability therefore attaching to carrier.
10. A carrier issuing an Air Waybill for carriage over the lines of another carrier does so only as agent for such other carrier. Any reference in a shipment record to carriage to be performed by another carrier shall be deemed to refer to carriage to be provided as principal by such other carrier. No carrier shall be liable for the loss, damage, or delay of cargo not occurring on its own line except that the shipper shall have a right of action for such loss, damage or delay on the terms herein provided against the first carrier and the consignee or other person entitled to delivery shall have such a right of action against the last carrier under the contract of carriage.
11. Whenever the liability of carrier is excluded or limited under these conditions, such exclusion or limitation shall apply to agents, servants or representatives of carrier and also to any carrier whose aircraft or other means of transportation is used for carriage.

### 2.1.4. Limitations on Claims and Actions

1. Receipt by the person entitled to delivery of the cargo without complaint is *prima facie* evidence that the same has been delivered in good condition and in accordance with the contract of carriage.
2. No action shall be maintained in the case of loss or damage to goods unless a complaint is made to carrier in writing by the person entitled to delivery.  
Such complaint shall be made:
  - a. in the case of visible damage to or partial loss of the goods, immediately after its discovery and at the latest within fourteen (14) days from the date of receipt of the goods;
  - b. in the case of other damage to the goods, within fourteen (14) days from the date of receipt of the goods;
  - c. in the case of delay, within twenty-one (21) days from the date on which the goods were placed at the disposal of the person entitled to delivery;
  - d. in the case of non-delivery of the goods, within one hundred twenty (120) days of the date of issue of the air waybill or the date of the shipment record, whichever is applicable.
3. Any right to damages against carrier shall be extinguished unless an action is brought within 2 years after the occurrence of the events giving rise to claim.

## 2.1. General

### 2.1.5. Cargo Claims

Please note that the information under this header (Cargo Claims) is a collection of useful information and should not be substituted for expert advice.

**For complete information on how to handle and process air cargo claims, please refer to IATA's Cargo Claims and Loss Prevention Handbook (7th Edition).**

<http://www.iata.org/publications/store/Pages/cargo-claims-and-loss-prevention-handbook.aspx>

#### a. Definition of a cargo claim

A cargo claim is a written complaint demanding financial compensation from an air carrier for the loss of or damage or delay to cargo whilst in his care and control under a contract of carriage.

#### b. Legal regime

A contract for the carriage of cargo by air is subject to:

- i). the conditions of contract (found on the reverse of original copies 1, 2 or 3 of the Air Waybill);
- ii). the carrier's general conditions of carriage;
- iii). the applicable international convention or the domestic law applicable to the contract of carriage.

For international convention carriage there are four main legal regimes:-

- Warsaw Convention 1929
- Warsaw Convention as amended by Hague Protocol 1955
- Warsaw Convention as amended by Montreal Protocol n°4 1975
- Montreal Convention 1999

#### c. The claimant

The claimant must produce documentary evidence to prove that he is the rightful person entitled to claim. He must also establish that the amount claimed is justified. Finally, the claimant should also take reasonable action to mitigate his loss.

#### d. Notice of claim

In general, the cargo claims process begins with the submission of a notice of claim letter also referred to as an intent to claim or letter of reserves.

#### e. Time limit to file a notice of claim

For convention carriage, the different liability regimes determine the time limit within which the notice of claim must be sent to the carrier. Whichever convention applies, the person entitled to delivery of the cargo should send the notice of claim.

If the claim involves non-convention international carriage, reference should be made to the law applicable to the contract of carriage and the terms of the air waybill to identify who should send the written notice.

The notice of claim must be filed with the carrier. Certain legal systems consider that notice sent to the carrier's handling agent does not constitute valid notice for the purpose of the conventions and therefore it is recommended that wherever possible, notice should only be sent to the carrier himself.

#### f. General categories of cargo claims

##### 1. Full or partial loss of shipment

A loss occurs when the whole or part of a shipment does not reach its destination and the carrier is unable to find it. Under article 18 of both the Warsaw and Montreal Conventions the carrier is liable for loss of cargo.

##### 2. Delay in carriage of cargo

The carrier is liable for loss suffered as a result of delay in the carriage of cargo.

##### 3. Visible damage

This type of damage is readily apparent and can be seen without opening the shipment. It can occur as a result of poor packing of the shipment or improper storage, as well as negligent handling by the carrier.

##### 4. Concealed damage

Damage that is not apparent is referred to as concealed damage. This type of damage is common where the consignment contains more than one piece or when the shipment is packed in cartons and it is impossible to determine if there is damage to the shipment without opening each individual item.

#### g. Parties who can bring an action

##### 1. Consignee

The consignee is the person usually entitled to delivery of the cargo, usually the first person to discover a discrepancy, and the person entitled to bring a claim.

##### 2. Shipper - freight forwarder

The shipper of cargo or freight forwarder may also have the right to bring an action against the carrier. In principle, only one claim may be made on each master air waybill. If the master air waybill covers several house air waybills, some jurisdictions may allow the shipper on each house air waybill to bring a claim.

##### h. Subrogated claims

If the shipper or consignee insures the cargo, the insurer who indemnifies him under the terms of the insurance coverage may, as a matter of law, be entitled to seek recovery of the amount paid to his insured from the party who is liable for the loss to the cargo. This is referred to as a subrogated claim.

##### i. Carrier not liable

Under the Warsaw Convention, the carrier is not liable if he can prove that he and his agents have taken all necessary measures to avoid the damage or that it was impossible to take such measures.

Furthermore, the carrier may be exonerated wholly or partly from liability if he proves that the damage was caused or contributed to by the negligence of the party claiming damage.

If the claim is governed by article 18 of the Montreal Convention or the Warsaw-Montreal Protocol n°4 regime, the carrier is not liable for damages resulting from:

- Inherent defect, quality or vice of the cargo
- Defective packing of the cargo performed by a person other than the carrier, his servants or agents
- An act of war or armed conflict
- An act of public authority carried out in connection with the entry, exit or transit of the cargo

Under the Montreal Convention regime, the "all necessary measures" defence referred to above only applies to claims in respect of damage caused by delay in the carriage.

However, if the carrier can show that the damage was caused or contributed to by the person claiming compensation, he may be wholly or partly exonerated from liability.

##### j. Limits of liability

In convention carriage, the carrier's liability is limited and is determined by reference to the weight of the lost, damaged or delayed consignment. To determine the carrier's limit of liability the claims handler must first establish which, if any, of the Conventions applies to the claim in question.

- Warsaw Convention - 250 francs (Poincaré francs) per kilogram
- Warsaw Convention as amended by Hague Protocol - 250 francs (Poincaré francs) per kilogram
- Warsaw Convention as amended by Montreal Protocol n°4 - 17 Special Drawing Rights per kilogram
- Montreal Convention - 19 Special Drawing Rights per kilogram

Please note that the parties may agree in their conditions of contract that the liability limit applicable to the carriage in question is higher than those provided for in the applicable Convention. In order to assess a particular claim, you should examine the applicable conditions of contract carefully.

##### k. Conversion of limits of liability

The limitation of liability expressed in the Warsaw Convention and Warsaw-Hague text of 250 francs per kilogram refers to the so called Poincaré franc, which was in effect when the Warsaw Convention was signed. Each jurisdiction has its own mechanism for the conversion of the Poincaré franc into national currency by reference to the price of gold. For example, in the U.S.A. 250 francs is converted to USD 20 and in the U.K. to GBP 14.08.

The limitation of liability expressed in the Warsaw Convention as amended by the Montreal Protocol n° 4 and in the Montreal Convention of 19 Special Drawing Rights is converted into national currencies by reference to the International Monetary Fund's conversion rates. The conversion rate in effect on the date of settlement of a claim or at the date of judgement will apply.

The conversion rates for the SDR can be found at:  
<http://www.imf.org/external/data.htm>.

## 2.1. General

### I. General conditions of carriage

The carrier's general conditions of carriage are usually incorporated by reference into the terms of the contract found on the reverse of the air waybill. The conditions set out in the carriers' general conditions of carriage may be applicable to a claim. With claims involving convention carriage, the provisions of the applicable convention will override any contrary provision in the carriers' conditions of carriage. In non-convention international carriage, the carriers' general conditions of carriage may be enforceable depending upon the jurisdiction where the claim is made.

### m. List of documents

Please note that not all of the documents listed below are required for every claim. The documents required will vary according to the individual circumstances of each case.

#### 1. Master Air Waybill (MAWB)

This may be obtained from the carrier's online service if the carrier is using electronic air waybills. It should also be available to the claimant.

#### 2. House Air Waybill (HAWB)

This document is issued by a freight forwarder acting as the consolidator of cargo covered by a MAWB with other cargo consigned on other HAWB. The claims handler should obtain the relevant HAWB when dealing with claims arising from consolidated cargo shipments.

#### 3. Proof of Delivery (POD), Delivery Order (DO) or Release Note

This item should be available from either the carrier or claimant.

#### 4. Shipper's original or copy invoice

The original invoice will, in general, be issued by the seller of the goods, who is usually the shipper at the point of origin. This invoice is used for the purposes of customs' clearance at the points of origin and destination. If an invoice is submitted in support of a claim which has been issued somewhere other than the point of origin, the carrier should ascertain the reasons for this.

#### 5. Packing list

The packing list is issued at the point of origin. The packing list should indicate the number of pieces (which should be the same as shown on the shipper's invoice), the weight and dimensions of each piece, total quantity, total weight, the name of the exporter and the country of origin and the destination.

#### 6. Short Landing Certificate, Short Received Certificate or Short-Shipped Certificate

This is issued by some carriers at destination and indicates either that the cargo did not arrive or that only part of the shipment arrived.

#### 7. Carrier's Survey Report, Irregularity Report, Damage Report (CDR)

This report may be issued by the carrier or his agent to record details of the condition of the cargo during the time it was in their care and control, or to record relevant information about any incidents which may have occurred during the course of the carriage. If properly completed, these important documents can assist the claims handler in establishing the facts and circumstances that have given rise to the claim.

#### 8. Third party survey report

This document is usually, but not necessarily, issued on behalf of the cargo insurer. The report contains information to explain how the goods became damaged, and whether or not they were salvageable. If the goods were salvageable, the report usually gives an opinion as to the salvage value.

This document can be particularly useful for dealing with claims involving perishable cargo. If the claims handler knows that a third party survey report has been issued, he should request a copy of it from the claimant. It is usually provided when cargo insurers submit a subrogated claim to the carrier.

#### 9. Letter of reserves or notice of intent to claim

Again, this item should be available from either the carrier or claimant.

#### 10. Health Certificate

#### 11. Veterinarian Certificate for shipments of live animals (including household pets)

#### 12. Import License for live animals (required by some countries)

#### 13. CITES certificate (required for endangered species)

#### 14. Photographs of shipment showing extent of damage

If these exist, they should be available from either the carrier or claimant.

#### 15. Manual or computerised log records

These records prepared by the carrier should indicate if the shipment has been stored in a specific storage location, such as a freezer, strong room, cage or chiller.

#### 16. Carrier's Cargo Manifest for the flight on which the cargo was shipped

#### 17. Assignment of Rights or Subrogation Receipt

#### 18. Bank Release

This document is the authority given by a bank named as consignee on the MAWB for the cargo to be delivered to a third party and should be available from either the carrier or claimant.

#### 19. Transfer Manifest for interline shipments

#### 20. Vehicle Manifest or Transfer Manifest to Trucker

This document will exist if the shipment has been trucked to the airport of origin or from the airport at destination under the carrier's care and control

#### 21. Non-delivery Irregularity Report

#### 22. Print out of information contained in carrier's cargo computer management system

#### 23. Dangerous Goods Certificate

#### 24. Carrier's complete records of telephone conversations, faxes, telexes and other correspondence relating to the shipment

#### 25. Names of potential witnesses to incident giving rise to claim

#### 26. Unit Load Device container lists

#### 27. Handling Reports from all stations involved in handling the shipment

#### 28. Phytosanitary Certificate

For complete information on how to handle and process air cargo claims, please refer to IATA's Cargo Claims and Loss Prevention Handbook (7th Edition).

<http://www.iata.org/publications/store/Pages/cargo-claims-and-loss-prevention-handbook.aspx>

### n. List of Countries

The following table, which classifies **countries from (A) to (H)**, sets out the current status of ratification of the different Convention regimes in the ICAO Contracting States.

#### 1. Category (A)

Countries which are party to the Warsaw Convention (1929) only.

#### 2. Category (B)

Countries which are party to the Hague Protocol (1955) and Warsaw Convention (1929).

#### 3. Category (C)

Countries which are party to the Montreal Protocol n°4 (1975), Hague Protocol (1955) and Warsaw Convention (1929).

#### 4. Category (D)

Countries which are party to the Montreal Convention (1999), Montreal Protocol n°4 (1975), Hague Protocol (1955) and Warsaw Convention (1929).

#### 5. Category (E)

Countries which are party to the Montreal Convention (1999) and Warsaw Convention (1929) only.

#### 6. Category (F)

Countries which are party to the Montreal Convention (1999), Hague Protocol (1955) and Warsaw Convention (1929).

#### 7. Category (G)

Countries which are party to the Montreal Convention (1999) only.

#### 8. Category (H)

Countries which are not party to any of the international conventions covering the liability of the carrier for carriage by air.

Countries (See Note) X = Ratified	Warsaw Convention (1929)	Hague Protocol (1955)	Montreal Protocol MP4 (1975)	Montreal Convention MC99 (1999)	Category (A) - (H)
Afghanistan	X	X	-	-	(B)
Albania	-	-	-	X	(G)
Algeria	X	X	-	-	(B)
Andorra	Not party to any Convention				
Angola	X	X	-	-	(B)
Antigua & Barbuda	Not party to any Convention				
Argentina	X	X	X	X	(D)

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Countries (See Note)	Warsaw Convention (1929)	Hague Protocol (1955)	Montreal Protocol MP4 (1975)	Montreal Convention MC99 (1999)	Category
X = Ratified	(A) - (H)				
Armenia	X	-	-	X	(E)
Australia	X	X	X	X	(D)
Austria	X	X	-	X	(F)
Azerbaijan	X	X	X	X	(D)
Bahamas	X	X	-	-	(B)
Bahrain	X	X	X	X	(D)
Bangladesh	X	X	-	-	(B)
Barbados	X	-	-	X	(E)
Belarus	X	X	-	-	(B)
Belgium	X	X	X	X	(D)
Belize	-	-	-	X	(G)
Benin	X	X	-	X	(F)
Bhutan	Not party to any Convention				(H)
Bolivia	X	-	-	X	(E)
Bonaire, Sint Eustatius & Saba	X	X	X	-	(C)
Bosnia and Herzegovina	X	X	X	X	(D)
Botswana	X	-	-	X	(E)
Brazil	X	X	X	X	(D)
Brunei Darussalam	X	-	-	-	(A)
Bulgaria	X	X	-	X	(F)
Burkina Faso	X	-	-	X	(E)
Burundi	Not party to any Convention				(H)
Cambodia	X	X	-	-	(B)
Cameroon	X	X	-	X	(F)
Canada	X	X	X	X	(D)
Cape Verde	X	X	-	X	(F)
Central African Republic	Not party to any Convention				(H)
Chad	-	-	-	X	(G)
Chile	X	X	X	X	(D)
China, People's Republic of	X	X	-	X	(F)
Colombia	X	X	X	X	(D)
Comoros	X	-	-	-	(A)
Congo	X	X	-	X	(F)
Congo, Democratic Republic of	X	-	-	X	(E)
Cook Islands	-	-	-	X	(G)
Costa Rica	X	X	-	X	(F)
Côte d'Ivoire	X	X	-	X	(F)
Croatia	X	X	X	X	(D)
Cuba	X	X	-	X	(F)
Curacao	X	X	X	-	(C)
Cyprus	X	X	X	X	(D)
Czech Republic	X	X	-	X	(F)
Denmark	X	X	X	X	(D)
Djibouti	Not party to any Convention				(H)
Dominican Republic	X	X	-	X	(F)
Ecuador	X	X	X	X	(D)
Egypt	X	X	X	X	(D)
El Salvador	X	X	-	X	(F)
Equatorial Guinea	X	-	-	X	(E)
Eritrea	Not party to any Convention				(H)
Estonia	X	X	X	X	(D)
Ethiopia	X	X	X	X	(D)
Fiji	X	X	-	X	(F)
Finland	X	X	X	X	(D)
France	X	X	-	X	(F)
Gabon	X	X	-	X	(F)
Gambia	-	-	-	X	(G)
Georgia	-	-	-	X	(G)
Germany	X	X	-	X	(F)
Ghana	X	X	X	-	(C)
Greece	X	X	X	X	(D)
Grenada	X	X	-	-	(B)
Guatemala	X	X	X	X	(D)
Guinea	X	X	X	-	(C)
Guinea-Bissau	Not party to any Convention				(H)
Guyana	-	-	-	X	(G)
Haiti	Not party to any Convention				(H)
Honduras	X	X	X	X	(D)
Hungary	X	X	X	X	(D)
Iceland	X	X	X	X	(D)
India	X	X	-	X	(F)
Indonesia	X	-	-	X	(E)

Countries (See Note)	Warsaw Convention (1929)	Hague Protocol (1955)	Montreal Protocol MP4 (1975)	Montreal Convention MC99 (1999)	Category
X = Ratified	(A) - (H)				
Iran	X	X	X	-	(C)
Iraq	X	X	-	-	(B)
Ireland	X	X	X	X	(D)
Israel	X	X	X	X	(D)
Italy	X	X	X	X	(D)
Jamaica	-	-	-	X	(G)
Japan	X	X	X	X	(D)
Jordan	X	X	X	X	(D)
Kazakhstan	X	X	-	X	(F)
Kenya	X	X	X	X	(D)
Kiribati	Not party to any Convention				(H)
Korea (Dem. People's Rep of)	X	X	-	-	(B)
Korea (Rep. of)	X	X	-	X	(F)
Kuwait	X	X	X	X	(D)
Kyrgyzstan	X	X	-	-	(B)
Lao People's Dem. Rep.	X	X	-	-	(B)
Latvia	X	X	-	X	(F)
Lebanon	X	X	X	X	(D)
Lesotho	X	X	-	-	(B)
Liberia	X	-	-	-	(A)
Libya	X	X	-	-	(B)
Liechtenstein	X	X	-	-	(B)
Lithuania	X	X	-	X	(F)
Luxembourg	X	X	X	X	(D)
Macedonia, FYROM	X	X	X	X	(D)
Madagascar	X	X	-	X	(F)
Malawi	X	X	-	-	(B)
Malaysia	X	X	X	X	(D)
Maldives	X	X	-	X	(F)
Mali	X	X	-	X	(F)
Malta	X	-	-	X	(E)
Marshall Islands	Not party to any Convention				(H)
Mauritania	X	-	-	-	(A)
Mauritius	X	X	X	X	(D)
Mexico	X	X	-	X	(F)
Micronesia	Not party to any Convention				(H)
Moldova, Rep of	X	X	-	X	(F)
Monaco	X	X	-	X	(F)
Mongolia	X	-	-	X	(E)
Montenegro	X	X	X	X	(D)
Morocco	X	X	X	X	(D)
Mozambique	-	-	-	X	(G)
Myanmar	X	-	-	-	(A)
Namibia	-	-	-	X	(G)
Nauru	X	X	X	-	(C)
Nepal	X	X	-	-	(B)
Netherlands	X	X	X	X	(D)
New Zealand	X	X	X	X	(D)
Nicaragua	Not party to any Convention				(H)
Niger	X	X	X	-	(C)
Nigeria	X	X	-	X	(F)
Norway	X	X	X	X	(D)
Oman	X	X	X	X	(D)
Pakistan	X	X	-	X	(F)
Palau	Not party to any Convention				(H)
Panama	X	X	-	X	(F)
Papua New Guinea	X	X	-	-	(B)
Paraguay	X	X	-	X	(F)
Peru	X	X	-	X	(F)
Philippines	X	X	-	X	(F)
Poland	X	X	-	X	(F)
Portugal	X	X	X	X	(D)
Qatar	X	X	-	X	(F)
Romania	X	X	-	X	(F)
Russian Federation	X	X	-	X	(F)
Rwanda	X	X	-	X	(F)
St. Kitts and Nevis	Not party to any Convention				(H)
St. Lucia	Not party to any Convention				(H)
St. Maarten	X	X	X	-	(C)
St. Vincent and the Grenadines	X	X	-	X	(F)
Samoa	X	X	-	-	(B)
San Marino	Not party to any Convention				(H)

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Countries (See Note) X = Ratified	Warsaw Convention (1929)	Hague Protocol (1955)	Montreal Protocol MP4 (1975)	Montreal Convention MC99 (1999)	Category (A) - (H)
Sao Tome and Principe	Not party to any Convention				(H)
Saudi Arabia	X	X	-	X	(F)
Senegal	X	X	-	X	(F)
Serbia	X	X	X	X	(D)
Seychelles	X	X	X	X	(D)
Sierra Leone	X	-	-	X	(E)
Singapore	X	X	X	X	(D)
Slovakia	X	X	-	X	(F)
Slovenia	X	X	X	X	(D)
Solomon Islands	X	X	-	-	(B)
Somalia	Not party to any Convention				(H)
South Africa	X	X	-	X	(F)
South Sudan	Not party to any Convention				(H)
Spain	X	X	X	X	(D)
Sri Lanka	X	X	-	-	(B)
Sudan	X	X	-	X	(F)
Suriname	X	X	-	-	(B)
Swaziland	X	X	-	X	(F)
Sweden	X	X	X	X	(D)
Switzerland	X	X	X	X	(D)
Syrian Arab Republic	X	X	-	X	(F)
Tajikistan	Not party to any Convention				(H)
Tanzania	X	-	-	X	(E)
Thailand	-	-	-	X	(G)
Timor-Leste	Not party to any Convention				(H)
Togo	X	X	X	X	(D)
Tonga	X	X	-	X	(F)
Trinidad and Tobago	X	X	-	-	(B)
Tunisia	X	X	-	-	(B)
Turkey	X	X	X	X	(D)
Turkmenistan	X	-	-	-	(A)
Uganda	X	-	-	X	(E)
Ukraine	X	X	-	X	(F)
United Arab Emirates	X	X	X	X	(D)
United Kingdom	X	X	X	X	(D)
United States	X	X	X	X	(D)
Uruguay	X	-	-	X	(E)
Uzbekistan	X	X	X	-	(C)
Vanuatu	X	X	-	X	(F)
Venezuela	X	X	-	-	(B)
Viet Nam	X	X	-	-	(B)
Yemen	X	X	-	-	(B)
Zambia	X	X	-	-	(B)
Zimbabwe	X	X	-	-	(B)

**Note:**

For up-to-date information on the latest status of ratifications to the different conventions please see <https://www.icao.int/Secretariat/Legal/Pages/TreatyCollection.aspx>

### o. Determining the Applicable Regime

To determine which regime applies, you should first examine the Air Waybill to determine the country of origin and the country of destination of the carriage in question.

The table below will assist in determining which regime applies to any given carriage, taking into account the country of the point of origin and the country of the ultimate destination, using classification/category from (A) to (H).

**Example:**

A consignment from Switzerland to Tunisia

Switzerland, Category (D).

Tunisia, Category (B).

The result of this: D to B - Warsaw-Hague text applies, see table.

Category	Applicable Regime (Convention / Protocol)
A to A	Unamended Warsaw Convention
A to B	Unamended Warsaw Convention
A to C	Unamended Warsaw Convention
A to D	Unamended Warsaw Convention
A to E	Unamended Warsaw Convention
A to F	Unamended Warsaw Convention
A to G	Non-Convention carriage
A to H	Non-Convention carriage
B to A	Unamended Warsaw Convention
B to B	Warsaw-Hague text
B to C	Warsaw-Hague text
B to D	Warsaw-Hague text
B to E	Unamended Warsaw Convention
B to F	Warsaw-Hague text
B to G	Non-Convention carriage
B to H	Non-Convention carriage
C to A	Unamended Warsaw Convention
C to B	Warsaw-Hague text
C to C	Montreal Protocol n°4
C to D	Montreal Protocol n°4
C to E	Unamended Warsaw Convention
C to F	Warsaw-Hague text
C to G	Non-Convention carriage
C to H	Non-Convention carriage
D to A	Unamended Warsaw Convention
D to B	Warsaw-Hague text
D to C	Montreal Protocol n°4
D to D	Montreal Convention
D to E	Montreal Convention
D to F	Montreal Convention
D to G	Montreal Convention
D to H	Non-Convention carriage
E to A	Unamended Warsaw Convention
E to B	Unamended Warsaw Convention
E to C	Unamended Warsaw Convention
E to D	Montreal Convention
E to E	Montreal Convention
E to F	Montreal Convention
E to G	Montreal Convention
E to H	Non-Convention carriage
F to A	Unamended Warsaw Convention
F to B	Warsaw-Hague text
F to C	Warsaw-Hague text
F to D	Montreal Convention
F to E	Montreal Convention
F to F	Montreal Convention
F to G	Montreal Convention
F to H	Non-Convention carriage
G to A	Non-Convention carriage
G to B	Non-Convention carriage
G to C	Non-Convention carriage
G to D	Montreal Convention
G to E	Montreal Convention
G to F	Montreal Convention
G to G	Montreal Convention
G to H	Non-Convention carriage
H to A	Non-Convention carriage
H to B	Non-Convention carriage
H to C	Non-Convention carriage
H to D	Non-Convention carriage
H to E	Non-Convention carriage
H to F	Non-Convention carriage
H to G	Non-Convention carriage
H to H	Non-Convention carriage

Any stopping places between the points of origin and destination on the Air Waybill do not affect the applicability of the regime. In cases where the points of origin and destination are in the same country but with an agreed stopping point in another country (irrespective of whether or not that third country is party to any of the Conventions), the Convention regime which applies in the country of origin and destination will apply.

For complete information on how to handle and process air cargo claims, please refer to IATA's Cargo Claims and Loss Prevention Handbook (7th Edition).

<http://www.iata.org/publications/store/Pages/cargo-claims-and-loss-prevention-handbook.aspx>

## 2.1. General

#### **2.1.6. Overriding Law**

Insofar as any provision contained or referred to in the air waybill or shipment record or these conditions may be contrary to mandatory law, government regulations, orders or requirements, such provision shall remain applicable to the extent that it is not overridden thereby. The invalidity of any such provision shall not affect any other part.

#### **2.1.7. Modification and Waiver**

No agent, servant or representative of carrier has authority to alter, modify or waive any provision of the contract of carriage or of these conditions.

#### **2.1.8. Carriers' Right of Inspection**

Carrier reserves the right to examine the packaging and contents of all shipments and to enquire into the correctness or sufficiency of information or documents tendered in respect of any shipment but carrier shall be under no obligation to do so.

### **2.1.9. Cargo Charges Correction Advice (CCA)**

## **1. General**

- a. When it is necessary for a carrier to correct charges and/or the method of payment on an Air Waybill or in the shipment record, advice of such correction shall be made in accordance with the following procedures:
    1. when any participating carrier discovers an error it shall notify the issuing carrier, and;
    2. when the issuing carrier or any participating carrier discovers, or is notified of an error, it shall notify all subsequent and preceding carrier(s);
    3. when a participating carrier refers charges incurred in transit because such charges were omitted from the Air Waybill or shipment record, it shall notify all subsequent carriers;
    4. all carriers receiving such notification should amend their records and confirm action taken to the originator.
  - b. Any form used for this purpose shall be called "Cargo Charges Correction Advice" (CCA) and shall be effective for correction of an interline billing when issued within six months of issuance of the Air Waybill or the creation of the shipment record.
  - c. When it is necessary to refer uncollectable charges to the issuing carrier for collection from the shipper, a CCA shall be issued and a copy of the Notice of Non-Delivery (Irregularity Report) (IRP) attached; provided that when a consignment is returned because of non-delivery, a CCA shall not be issued and the procedures described below shall apply.

**When a consignment is returned because of non-delivery, the new Air Waybill for the returning carriage shall have:**

- a. the original Air Waybill number inserted in the "Accounting Information" box;
  - b. all charges which should have been, but were not collected from the original consignee, inserted in the "Other Charges" box and the total inserted in the "Total Other Charges Due Carrier" box of the "Collect" column.

d. The CCA shall contain at least the following information:

  1. date of issue of the CCA;
  2. place of issue of the CCA;
  3. Air Waybill number;
  4. routing of the consignment;
  5. date and place of issue of the air waybill or creation of the shipment record;
  6. unit of weight and gross weight, original and revised;
  7. description of the error and alteration of all charges to be corrected, added or deleted;
  8. description of the charges to be collected;
  9. in the case of the referral of uncollectable charges to the issuing carrier, the date and place of issue of the IRP, a copy of which shall have been sent to the accounting office of the issuing carrier in accordance with Rule 2.1.10.

**Note:**

The CCA shall detail all storage and other charges which are to be collected from the shipper.

- e. Airlines raising a Cargo Charges Correction Advice by message shall use the procedures described in IATA/ATA Cargo Interchange Message Procedures Manual (Cargo-IMP) (Resolution 670, Attachment 'A').

## **2. Description and Distribution**

- a. For manually issued CCAs, the form shown (see next page) shall be issued in a set of six or eight parts (Copies six and seven are only required when prepared in CASS/CASS Collect areas) in the following order and optionally marked as follows:

1. Original - for carrier issuing CCA;
  2. Copy 1 - for accounting department of issuing carrier;
  3. Copy 2 - for first carrier;
  4. Copy 3 - for second carrier;
  5. Copy 4 - for third carrier;
  6. Copy 5 - for cargo department of carrier issuing CCA;
  7. Copy 6 - for CASS/CASS Collect Settlement Office;
  8. Copy 7 - for CASS/CASS Collect Agent/Associate/ Recipient.

- b. The completed CCA shall be distributed in accordance with a.1.
  - c. In case of use of message as CCA refer to paragraph 5 (Use of Message as CCA).

### **3. Use**

- a. The CCA is to be raised whenever it is necessary to correct charges, and/or the method of payment on an Air Waybill or as reflected in a shipment record. The CCA is used to advise all carriers involved of the change that has been made.
  - b. In a CASS or CASS Collect area, the CCA shall be raised in accordance with Resolution 851 or Resolution 853 (published in the Cargo Agency Conference Resolution Manual).
  - c. The CCA is issued in the following circumstances:
    1. when any participating carrier discovers an error, it shall notify the issuing carrier;
    2. when the issuing carrier or any participating carrier discovers or is notified of an error, it shall notify all subsequent and preceding carrier(s);
    3. when a participating carrier refers charges incurred in transit because such charges were omitted from the Air Waybill or the shipment record, it shall notify all subsequent carrier(s);
    4. when it is necessary to refer uncollectable charges to the issuing carrier, a CCA shall be issued and a copy of the Notice of Non-Delivery (Irregularity Report) (IRP) shall be attached. A CCA shall not be issued when a consignment is returned because of non-delivery where the procedures described in Rule 2.1.10. shall apply.

- d. Where the issuance of a CCA results in the revision or correction of an interline billing, then such CCA must be issued within six months of the issue of the Air waybill or the creation of a shipment record.

#### **4. Completion of the CCA**

- a. In CASS areas, a CCA is used to request a change of charges, however, a CCA is not considered to be issued unless the appropriate carrier confirms, by its authorisation of the CCA document, that it agrees with the change.
  - b. Where a CASS or CASS Collect has been implemented in an area, then a copy of the CCA is to be sent to the settlement office in accordance with the procedures agreed for that CASS or CASS Collect area. Such CCA, in addition to all other information, must also contain information identified in Boxes (3A) and (3B) as detailed below.
  - c. The boxes on the specimen CCA (see next page) have been numbered and circled to correspond to the following text and shall be completed as indicated:

#### 4.1. Number code [ 1 ]

If an airline chooses to use a CCA number, the number shall be in the following format:

fff-Cfffff

three-numeric code of carrier issuing CCA  
hyphen  
letter "C" indicating CCA  
five-numeric serial number

**4.2. Air Waybill No.**

**4.2. Air Waybill No:**  
Enter the carrier code number and Air Waybill serial number as shown on the Air Waybill or in the shipment record to which this CCA refers.

## 2.1. General

### 4.3. Origin [ 2B ]

Enter the three-letter code of the airport of departure as shown on the Air Waybill or in the shipment record.

### 4.4. Destination [ 2C ]

Enter the three-letter code of the airport or city of destination of the last carrier as shown on the Air Waybill or in the shipment record.

### 4.5. Date and Place of Issue

#### 4.5.1. Date of AWB Issue [ 2D ]

Enter the date of execution as shown on the Air Waybill or in the shipment record.

#### 4.5.2. Place of AWB Issue [ 2E ]

Enter the place of execution as shown on the Air Waybill or in the shipment record.

### 4.6. Name and City [ 3A ]

In CASS and CASS Collect areas only, enter the name and city of the agent, associate or recipient as applicable.

### 4.7. Code [ 3B ]

In CASS and CASS Collect areas only, enter the code of the agent, associate or recipient referred to in paragraph 4.6.

### 4.8. Routing [ 4 ]

Enter details of the first flight showing first transfer point, flight number and date.

Participating carriers, receiving a CCA, should then enter the next flight details and forward it to the next carrier.

### 4.9. Gross Weight/Weight Unit [ 5A ]

In CASS and CASS Collect areas only, enter the unit of weight for shipment gross weight as shown on the Air Waybill or in the shipment record.

### 4.10. Revised/Correct Gross Weight [ 5B ]

In CASS and CASS Collect areas only, enter the gross weight as it now appears on the Air Waybill or in the shipment record.

### 4.11. Original/Incorrect Gross Weight [ 5C ]

In CASS and CASS Collect areas only, enter the weight as it originally appeared on the Air Waybill or in the shipment record, regardless whether or not this has now been changed.

### 4.12. Currency [ 6A ]

Enter the three-alpha code of the currency corresponding to the currency in the Air Waybill was issued or as shown in the shipment record.

### 4.13. Revised/Corrected Charges [ 6B ]

Enter the total of all charges as it now appears on the Air Waybill or in the shipment record under either the prepaid or collect column as appropriate.

### 4.14. Original/Incorrect Charges [ 6C ]

Enter the total of all charges as it originally appeared on the Air Waybill or in the shipment record under either the prepaid or collect column, as appropriate, regardless of whether or not some of these have now been changed.

### 4.15. Remarks and Reason for Issuing Advice [ 6D ]

Enter any explanatory remarks and include an explanation of the situation that caused the CCA to be raised.

In the case of the referral of uncollectable charges to the issuing carrier, enter the date and place of issue of the IRP, a copy of which shall have been sent to the accounting department of the issuing carrier in accordance with rule 2.1.10. In such cases, the CCA shall also detail all other charges incurred en route and at destination which are to be collected from the shipper.

### 4.16. Untitled Boxes [ 6E ]

These boxes are for local CASS use only.

### 4.17. Shipper [ 7 ]

Enter the name and address of the shipper as shown on the Air Waybill or in the shipment record.

### 4.18. Consignee [ 8 ]

Enter the name and address of the consignee as shown on the Air Waybill or in the shipment record.

### 4.19. Execution Area [ 9 ]

For completion by air carrier only.

### 4.20. Airline [ 9A ]

Enter the airline name of the carrier issuing the CCA.

### 4.21. Date and Place of Issue [ 9B ]

#### 4.22. Signature [ 9C ]

Enter the signature of the individual authorised to execute the CCA.

### 4.23. Confirmation Slip [ 10 ]

The last carrier, upon receipt of a CCA, shall return this portion of the document confirming action requested has been taken to the carrier issuing the Air Waybill or creating the shipment record. Complete these areas as follows.

### 4.24. To [ 10A ]

Enter the name of the carrier, shown in Box (8A), to whom the confirmation slip is to be sent.

### 4.25. Ref. CCA No. [ 10B ]

Enter the CCA number shown in Box (1).

### 4.26. Ref. AWB No. [ 10C ]

Enter the Air Waybill number in Box (2A).

### 4.27. From\_\_(Airline) [ 10D ]

Enter the name of airline returning confirmation slip.

### 4.28. At\_\_(Station) [ 10E ]

Enter the name of station of airline shown in Box (9D).

### 4.29. Date [ 10F ]

Enter the date confirmation slip is issued.

### 4.30. Signature [ 10G ]

Enter the signature of the individual authorised to return the confirmation slip.

## 5. Use of Message as CCA

1. Where CCA information is transmitted to Members as a message, the FCC message as described in the IATA/ATA Cargo Interchange Message Procedures Manual (Cargo-IMP) (Resolution 670, Attachment 'A') shall be used.
2. Receipt of the FCC message shall be acknowledged with the FCA message in accordance with Cargo-IMP.

## 2.1. General

### Specimen - Cargo Charges Correction Advice (CCA)

CARGO CHARGES CORRECTION ADVICE (CCA)					Number <input type="text"/> 1
AWB No. <input type="text"/> 2A	Origin <input type="text"/> 2B	Destination <input type="text"/> 2C	Date of AWB Issue <input type="text"/> 2D	Place of AWB Issue <input type="text"/> 2E	
* Name and City <input type="text"/> 3A					CASS / CASS COLLECT AREA ONLY * Code <input type="text"/> 3B
To 1. <input type="text"/> 4			Flight No.	Date	
Transfer stations to complete lines 2 or 3 as appropriate and forward form to next carrier					
To 2.			Flight No.	Date	
To 3.			Flight No.	Date	
<b>Air Waybill weight and/or charges have been corrected/added as follows:</b>					
CASS / CASS COLLECT AREA ONLY					Remarks and reason for issuing CCA
GROSS WEIGHT	Revised/Correct Gross Weight	Original/Incorrect Gross Weight			
Weight unit <input type="text"/> 5A	<input type="text"/> 5B	<input type="text"/> 5C			
CHARGES	Revised/Correct Charges <input type="text"/> 6B	Original/Incorrect Charges <input type="text"/> 6C			<input type="text"/> 6D
Currency <input type="text"/> 6A	prepaid	collect	prepaid	collect	
a <input type="radio"/>	Weight Charges				
b <input type="radio"/>	Valuation Charges				
c <input type="radio"/>	Tax				
d <input type="radio"/>	Total Other Charges Due Agent				
e <input type="radio"/>	Total Other Charges Due Carrier				
f <input type="radio"/>	Total				In case of non-delivery enter and specify all charges due at estimation for collection from shipper.
Shipper <input type="text"/> 7					
Consignee <input type="text"/> 8					
Distribution:					
Original - (for Carrier issuing CCA)	<input type="text"/> 9A				
Copy 1 - (for Accounting Department of issuing Carrier)	Airline				
Copy 2 - (for First Carrier)	<input type="text"/> 9B				
Copy 3 - (for Second Carrier)	<input type="text"/> 9B				
Copy 4 - (for Third Carrier)	Date and Place of Issue				
Copy 5 - (for Cargo Department of issuing Carrier)	<input type="text"/> 9C				
Copy 6 - (for CASS/CASS Collect Settlement office)	<input type="text"/> 9C				
Copy 7 - (for CASS/CASS Collect Agent/Associate Recipient)	Signature <input type="text"/> 9C				
----- This slip must be completed and returned to carrier issuing CCA					
We herewith confirm having corrected our documents and taken the necessary action as per your instructions.					
To: <input type="text"/> 10A	From: <input type="text"/> 10D				
Ref: CCA No.: <input type="text"/> 10B	At: <input type="text"/> 10E				
Ref: AWB No.: <input type="text"/> 10C	Date: <input type="text"/> 10F				
Signature: <input type="text"/> 10G					
* CASS/CASS Collect Area only: Box Applicable to Agent, Associate or Recipient.					

## 2.1. General

### 2.1.10. Notice of Non-Delivery (Irregularity Report) (IRP)

1. For interline carriage, a Notice of Non-Delivery (Irregularity Report) (IRP), shall be completed immediately by the carrier responsible for the goods at the time in the following cases;
  - a. failure to deliver within fourteen (14) days (twenty-one (21) days in New Zealand, Lebanon and Saudi Arabia) of receipt of consignment at destination under the original terms of the Air Waybill;
  - b. refusal of consignee to accept delivery;
  - c. where necessary, to revise or update information contained in a previous IRP, especially when the consignment is delivered after the forwarding of such previous IRP, or following disposal of the goods by whatever means;
  - d. other incidents affecting the movement or delivery of the consignment.
2. The IRP shall be completed and addressed to the issuing carrier or its handling agent at the airport of departure as shown on the face of the Air Waybill or in the shipment record:
  - a. on the form here under, the original shall be forwarded by air mail or fastest means normally used;
  - b. in a message as per IATA/ATA Cargo Interchange Message Procedures Manual (Cargo-IMP) (Resolution 670, Attachment 'A');
  - c. a duplicate copy of the report or message may be prepared by any carrier for its own use;
  - d. copy to accounting office of issuing carrier.
3. Any amendments to charges resulting from such irregularities shall be made in accordance with the procedures specified in Rules 2.1.9.

### NOTICE OF NON-DELIVERY (IRREGULARITY REPORT) (IRP)

To: .....

At: .....

Air Waybill No.: .....

Name of Shipper: .....

Name of Consignee: .....

Total Weight: .....

Description of Cargo: .....

Details: .....

.....

Station Preparing Report: .....

Date Report Prepared: .....

Place and Date of Issue: .....

Address: .....

.....

No. of Pieces: .....

(Layout optional)

.....  
(Signature of Official Preparing Report)

.....  
(Title)

.....  
(Address)

Original to issuing carrier or its handling agent at airport of departure.

## 2.2. Shipper's Documentation

(For carrier deviating/additional rules see section 8.3.)

### 2.2.1. Instructions for Carriage

#### A. Introduction

Shipper's instructions for carriage may be given verbally or in writing using preferably the Shipper's Letter of Instruction, which is available at carriers' offices. Other documents such as the US Government Bill of Lading are also acceptable.

#### B. Shipper's letter of instruction

##### 1. Description

The Shipper's Letter of Instruction is a form designed for use by shippers to instruct the carrier to issue the air waybill on their behalf. The form provides all details necessary for the issuance of the AWB and authorizes the carrier to sign the AWB in the name of the shipper.

##### 2. Completion

The completion must take into account the following 16 items:

##### 1. Shipper:

Show shipper's full name, street address, city, country and phone or telex number, if known.

##### 2. Consignee:

Show consignee's full name, street address, city, country and phone or telex number, if known.

##### 3. Airport of Departure:

Show the name of the airport in full.

##### 4. Airport of Destination:

Show the name of airport (or city if airport is unknown). In cases where the same city name is used in more countries to add the name of the country, e.g. London U.K. versus London, Ont.

##### 5. Requested Routing/Requesting Booking:

Airline routings apply, unless shipper inserts specific routing and requires booking.

##### 6. Marks and Numbers:

Show shipper's marks and numbers as they appear on the packages.

##### 7. Number and kind of Packages:

Show the total number of pieces in the consignment, indicating also the manner of packing such as package, carton, case, crate, bag, roll, etc. If pieces are not packed, describe as "loose".

##### 8. Description of goods:

Each item contained in the consignment must be described separately in sufficient detail to show its nature, for example: 9 reels of exposed motion picture 35 mm film, newsreel (Origin USA).

This description of goods must conform with statements contained in such accompanying documents as Shipper's Export Declarations, Commercial or Consular Invoices and Import Licences. Dangerous goods must show the proper and definite name and class of the label applied to the package if any is required.

##### 9. Gross Weight:

Show the exact gross weight in kg. or in lb.

##### 10. Measurement:

Enter the measurements of the greatest length, greatest width and greatest depth, specifying the unit of measurement.

##### 11. Air Freight Charges/Other Charges at Origin:

Shipper must indicate whether "Prepaid" or "Collect" is desired as determined in Section 7.2.2./7.2.3., Information by Country, of this Tariff. In case shipper does not indicate either one, he thereby authorizes the consignment to be forwarded "charges prepaid".

##### 12. Declared Value for Carriage:

The amount of the "Value for Carriage" to be declared by shipper must be shown in this box. If no value declared, shipper must insert the abbreviation NVD (No Value Declared).

##### 13. Declared Value for Customs:

International shipments are usually inspected by the Customs of the country of destination and any duties assessed are based on the value shown in this box.

##### 14. Insurance Amount Requested:

If the carrier provides insurance cover, the amount of insurance desired must be specified in this section. Unless this is done, shipment will not be insured. Insurance becomes effective in the amount declared for insurance at the moment the Shipper's Letter of Instruction is signed and the consignment leaves the shipper's possession.

#### 15. Handling Information and Remarks:

Show any desired additional information, such as "Also Notify" i.e. show the full name and address of a party other than the consignee whom the shipper also wishes to be notified of arrival.

#### 16. Date/Signature:

Shipper must enter here the date on which he signs Shipper's Letter of Instructions.

#### C. U.S. Government Bill of Lading

##### 1. Description

A U.S. Government Bill of Lading (abbreviated as USGBL) is a document which is presented by a U.S. Government Official with goods whose freight charges will be paid by the U.S. Government at Washington. It serves as a shipper's letter of instruction and moreover, after it has been signed by the consignee, as an invoice to the U.S. Government for the freight charges.

##### 2. Procedure

Because of the invoice function of a USGBL, Carrier must, when accepting goods with a USGBL, act as follows:

- insert the number (including the carrier code number) of the AWB which will cover the goods;
- insert the date;
- sign;
- indicate a check mark for acceptance of the original USGBL form (U.S. Standard Form No. 1103 or form No. 1203) if applicable (this original may also be sent by the shipper direct to the consignee);
- check that the billing address is duly completed if not yet performed by the preceding surface carrier.

The AWB must specifically refer to the letter and number of the USGBL, by addition in the box "Accounting Information" of: "U.S. GBL No .....".

The charges must be inserted on the AWB **as if** the goods were shipped on a charges collect basis. If Carrier receives the USGBL together with the goods, it must be attached to the AWB and be mentioned thereon under "Documents to accompany AWB".

##### Note:

Insurance and any other additional service must not be provided unless the USGBL specifies this.

##### 3. Delivery

Upon delivery of the consignment at the airport of destination, the delivering carrier shall complete the "Certificate of Carrier Billing for Charges" section of the USGBL. These entries must be completed accurately and in full. The certificate must be signed by the delivering carrier's representative.

#### 2.2.2. Other Documents

In addition to the Shipper's Letter of Instruction the following documents are required when appropriate:

- Shipper's Declaration for Dangerous Goods
- Shipper's Certification for Live Animals
- A copy of the Vendors Commercial Invoice for consignments shipped at a specific commodity rate between IATA Areas 1 and 2 and between IATA Areas 3 and 1.

## 2.3. Acceptance of Goods

(For carrier deviating/additional rules see section 8.3.)

### 2.3.1. General

#### 1. Packing and Marking of Cargo

- The shipper is responsible for ensuring that the cargo is packed in an appropriate way for carriage so as to ensure that it can be carried safely with ordinary care in handling and so as not to injure or damage any persons, goods or property.  
Each package shall be legibly and durably marked with the name and full address of the shipper and consignee. Individual packages of each consignment must show the same consignee's name, street and city address as on the AWB, or this information must be shown on one or more packages with an appropriate reference thereto on all other packages in the consignment.
- The contents of each consignment must be properly packed so as to withstand all normal transportation incidents. Dangerous Goods must be packed in accordance with the applicable dangerous goods regulations (refer to rule 2.3.3.A.3.). For Live Animals, refer to rule 2.3.3.A.1.
- Packages containing valuables as defined in carrier's regulations must be sealed if so requested by carrier.

#### a. Labelling of packages

Labels must be fully visible and all old labels and markings must be completely removed.  
A cargo identification label or stencil, completed in accordance with rule 2.3.4.A. must be attached to each package. Where standard labels for special consignments such as perishables, live animals, etc., are used they must be affixed to the package(s) to which they relate (see rule 2.3.4.B.).  
Affix standard labels for dangerous goods to the packages to which they relate in accordance with the applicable dangerous goods regulations.

#### b. ULD Serviceability Check

If cargo is being provided as a shipper-built unit in or on a Unit Load Device (ULD), a serviceability check of the ULD must be conducted prior to loading. Where any damage is noted, refer to the ULD Operational Damage Limits Notice (ODLN) attached to the ULD or alternative documentation containing allowable damage limitation information if ODLN is not available, to determine whether the damage exceeds the allowable limit(s). If any damage exceeds allowable limit(s) of the ULD, it should not be loaded with cargo, and it should be returned, empty, to the airline concerned, their local agent, or the carrier / agent from whom the ULD was received. Damage that renders ULDs unserviceable includes but is not limited to:

- Excessively warped pallets
- Damaged seat track on the edge rail extrusions of pallets
- Missing side extrusions and/or corner fittings
- Worn / frayed nets and tie-down fittings
- Missing net and tie-down attachment hardware
- Excessive quantity of holes and / or patches on container panels
- Weak or damaged structure of the container
- Damaged doors that cannot restrain the contents of the container and / or which cannot be latched closed
- Damaged door nets

The party in possession of the ULD shall assume full responsibility for monitoring and maintaining the serviceability condition of the ULD.

The party in possession of the ULD shall remain responsible to the ULD owner and shall return the ULD to either the ULD owner or the party authorized by the ULD owner on a timely basis to avoid potential demurrage charges due to late return.

#### c. Handling of ULDs

Any party performing ULD handling such as storage, transport, buildup and breakdown, etc. shall:

- Be in possession of the current IATA ULD Regulations (ULDR)
- Have properly trained staff (ULDR Section 1.6)
- Be aware of their responsibilities (ULDR Section 1.5)
- Have adequate and effective facilities and equipment to carry out ULD operations without damage to ULD (ULDR Section 9)

#### 2. Payment: Charges Prepaid and Charges Collect

Unless otherwise arranged charges are payable by the shipper, i.e. **charges prepaid**. A consignment may be accepted **charges collect** (i.e. payable by consignee), provided the following conditions are fulfilled.

- a. The consignee is not the same as the shipper or is not a government agency (except when shipped by a government agent presenting proper credentials).
- b. Currency regulations of the country of destination and of the delivering carrier permit collection of charges from the consignee. See section 7.2.2./7.2.3. Payment Facilities, for charges collect information by country and carrier.

#### Note:

Human remains, live animals, perishables, personal effects or household goods (used and not for resale) acceptable on charges collect basis only after prearrangements with the carrier(s) concerned. See also section 8.3. Information by Carrier.

### 2.3.2. Consignments Ready for Carriage

#### 1. Additional Requirements

In addition to rule 2.3.1., a consignment is ready for carriage if the following requirements are met:

##### a. Air Waybill

The AWBs must be issued in accordance with rule 6.2. They must be accurate and complete in all respects, including the completion of the charges box and the checking of weights, measurements and nature of goods. Only the following parts shall be removed from the AWB set by IATA agents:

- Original 3 (for shipper)
- Copy 8 (for agent)
- Original 1 (for issuing carrier) where required by the carrier whose AWB is issued.

All other parts shall be handed to the carrier with the consignment.

##### b. Documentation

All documents necessary for each consignment to determine the nature of the goods and/or that the carrier is required to present to Customs or any government body must be completed and/or checked and must accompany the AWB.

###### ● Shipper's Declaration for Dangerous Goods

The Shipper's Declaration for Dangerous Goods, duly signed and completed, as described in the applicable dangerous goods regulations must be provided by the shipper. If a consignment includes dangerous goods, such goods must be offered separately and clearly indicated on the AWB.

###### ● Shipper's Certification for Live Animals

A duly signed and completed Shipper's Certification for Live Animals is required in duplicate.

#### 2. Security Adherence

Consignments delivered to a carrier shall be prepared ready for carriage in accordance with security control instructions provided by the national authority and additional instructions provided by the carrier.

## 2.3. Acceptance of Goods

### 2.3.3. Restrictions in Acceptance

#### A. Restrictions Due to Nature of Goods

##### 1. Animals, live

The acceptance of live animals consignments is subject to the conditions of the live animals regulations as described in the IATA *Live Animals Regulations* manual and to the specific regulations of carriers. The specific regulations of carriers are closely related to the type of animal, type of aircraft, temperature at origin, en route and at destination, availability of animal attendant, etc.

In view of the extensive coordination requirements inherent to such carriage, the acceptance of live animals is mainly controlled centrally by airlines and requires advance arrangements.

Apart from this, the following conditions should be adhered to for acceptance of live animals:

##### a. Health and condition of animal(s)

Only animals which appear to be in good health and condition and fit to travel to the final destination will be accepted for carriage by air. The shipper is required to declare if animals are pregnant, or have given birth in the last 48 hours. Mammals declared to be pregnant will not be accepted unless accompanied by a veterinary certificate certifying that the animal is fit to travel and there is no risk of birth occurring during the journey.

##### b. Packing and marking

Packing must be clean, leak-proof and escape-proof to allow safe handling and carriage.

At least one live animals label or tag must be attached to each live animal container, unless otherwise stated in the individual container requirements. The label or tag must be properly completed.

Containers carrying animals that can inflict poisonous bites or stings must be marked "poisonous".

##### c. Food and other additional articles

Additional articles to accompany the shipment, such as food, must be included in the chargeable weight. If shipped as separate pieces, additional articles should be marked as forming part of the full shipment.

##### d. Reservation

Confirmation must have been received of reserved space on carrier flights and on any possible connecting flight of other carriers to the airport of destination.

##### e. Consolidation

Live animals may not be consolidated with other goods. However, a consolidated shipment may be wholly composed of live animals.

##### f. Documents

Health documents, rabies inoculation certificate, Shipper's Certification for Live Animals (see g. below) and Live Animals Acceptance Check List (see h. below) are generally required see section 7.3.2. of TACT Rules, Import/Transit/Export Regulations.

##### g. Shipper's responsibilities (Shipper's Certification for Live Animals)

The shipper or his authorised agent must complete a Shipper's Certification for Live Animals for each shipment. For the purpose of the IATA *Live Animals Regulations*, an authorised agent is a person expressly authorised in writing by the shipper to execute the Shipper's Certification for Live Animals. This must not include IATA cargo agents, consolidators, forwarders and surface carriers.

When animals are carried as baggage, the requirement for the Shipper's Certification for Live Animals is optional at carrier's discretion.

- Completion of the Shipper's Certification for Live Animals

- a. Language

The certification form must be completed in English. If required, the wording in English may be supplemented by an accurate printed translation in another language.

- b. Number of copies

Two copies of the certification form must be completed and signed as described in paragraph 4. One signed copy is retained by the carrier which accepts the shipment from the shipper. The other signed copy is sent with the shipment and attached to documents for the final destination.

##### c. Format and information required

The certification form must include the common name (in English) and the scientific name of the species. These must be entered in the species description box of the form. Example:

Parrots	- common name
Poicephalus	- scientific name
robustus	

For domestic dogs, cats, farm animals and laboratory animals not listed in the appendices to the Convention on International Trade in Endangered Species (see chapter 6 of the IATA Live Animals Regulations), the common name in English may be shown only.

##### d. Signature

The shipper or his authorised agent must sign the Shipper's Certification for Live Animals. Handwritten or stamped facsimile signatures are acceptable where permitted.

An example of the front and back of the Shipper's Certification for Live Animals can be found on the following pages.

##### h. Live Animals Acceptance Check List

To assist shippers, agents and carriers to prepare shipments for air carriage, the IATA Live Animals Board developed a basic "Live Animals Acceptance Check List". In addition to checking the actual consignment, it is recommended that those involved with live animals shipments, also ensure that governmental, and other control agencies requirements have been complied with.

The person checking the consignment must tick each answer with a "Yes" or "No" as applicable. If the answer to any question is "No" it is an indication that the consignment does not comply with the IATA Live Animals Regulations. The consignment must not be accepted for carriage and a duplicate copy of the completed list must be given to the shipper.

An example of the Live Animals Acceptance Check List can be found in the following pages.

For the carriage of domestic cats and dogs and for tropical fish, please refer to the IATA Live Animals Regulations and section 8.3., Information by Carrier, in addition to conditions a-h above.

## 2.3. Acceptance of Goods

### SHIPPER'S CERTIFICATION EXAMPLE (Front)



#### SHIPPER'S CERTIFICATION FOR LIVE ANIMALS

(to be completed in duplicate)

This is to certify that (check appropriate box):

- In addition to having completed all advance arrangements, this consignment is properly described and packed, and is in proper condition for carriage by air according to the current edition of the IATA Live Animals Regulations and *all applicable carrier and governmental regulations*. The animal(s) of this consignment is (are) in good health and condition.
- Animals taken from the wild for shipment have been appropriately acclimatised.
- This consignment includes species as described in the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES). Applicable permits/certificates are attached to the Air Waybill.
- This consignment includes species as described in other applicable national legislation.
- In the case of reptiles and amphibians, the animals contained in this shipment are healthy and they have been examined prior to shipment and are free of any apparent injury and readily recognizable diseases. They are also free of external parasitic infestation, including mites, ticks and eeches, that can readily be seen under normal lighting conditions.

The shipper accepts that carriers will not be liable for any loss, damage or expense arising from death due to natural causes, or death or injury of any animal caused by the conduct or acts of the live animal itself or of other animals, such as biting, kicking, goring or smothering, nor for that caused or contributed to by the conditions, nature or propensities of the animals. In no event will carrier be liable for death or injury to an animal attendant caused or contributed to by the condition, conduct or acts of animals.

Number of Package(s)	Specific Container Requirement Number (see IATA Live Animals Regulations)	Species (description and names - scientific and common) and Quantity of Animals
Name and address of shipper .....		Shippers failure to comply in all respects with the applicable IATA Live Animals Regulations and any other international and/or national government regulations, may be in breach of applicable law and subject to legal penalties. (refer to Chapter 1, Section 1.2.)
Signature of shipper .....		
Date .....	Year/Month/Day	(See reverse side for special conditions)
Air Waybill No.	Airport of Departure	Airport of Destination

Note: Recommended size: ISO Standard A4.

## 2.3. Acceptance of Goods

### SHIPPER'S CERTIFICATION EXAMPLE (Back)

#### SHIPPER'S RESPONSIBILITIES

Instructions for the shippers are given in Chapters 1, 7, 8, 9, 10 and 11 of the IATA Live Animals Regulations. Before any package containing live animals is tendered for transport by air, the shipper must ensure that:

- the animals being tendered for transportation are not prohibited by governments;
- all the required export, import, and/or transit health certificates, licenses or permits, etc. are accompanying the shipment;
- the animal shipments are properly classified, described, packed, marked and labelled;
- the IATA Shipper's Certification for Live Animals has been properly completed in duplicate;
- pregnant animals must not be tendered for transportation without official veterinary certificate certifying that the animals are fit to travel and that there is no risk of birth occurring during the entire journey;
- (**Note:** Pregnant monkeys, nursing females with suckling young and unweaned animals are not accepted for air transport.)
- no animals are to be tendered for transportation having given birth in the last 48 hours before the start of the journey;
- the animals have been properly prepared for transportation (see specific container requirements for further information);
- the animal is not tranquillised without veterinary approval and supervision;
- the consignee has been advised of the flight details in order to arrange immediate collection on arrival;
- a 24-hour phone number that the air carrier can obtain instruction from the shipper or his agent in the event of an emergency, and such information is written on the Air Waybill.

## 2.3. Acceptance of Goods

### IATA Live Animals Acceptance Check List

Air Waybill No.: \_\_\_\_\_ Origin: \_\_\_\_\_ Destination: \_\_\_\_\_

**Note 1:** Prepare form in duplicate.

**Note 2:** If goods are rejected, hand the original of this form to the Duty Officer and show the shipper's and agent's name below.

**Note 3:** Never reject a shipment until all items have been checked.

**Note 4:** If goods are accepted, attach the original of this form to the Air Waybill. The duplicate must be placed on the appropriate file.

**Note 5:** Answer "not applicable" only where an "N/A" box is provided.

**Note 6:** If any question is answered "NO", do not accept the shipment and give the duplicate copy of this form back to the shipper or agent together with the consignment.

#### General Acceptance

	Yes	N/A	No	(e) Is it leak and escape proof?	Yes	N/A	No
1. Have advance arrangements/bookings been made with all the carriers participating in the carriage of the live animals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(f) Is the container clean?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. When laboratory animals, such as monkeys, which may carry diseases communicable to human are being shipped, has the carrier(s) been advised in order to make the necessary arrangements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(g) Does it contain sufficient absorbent material? (Check that this is not straw, as some countries prohibit the importation of straw.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Have advance arrangements been made at the airport of destination, i.e. for quarantine and delivery?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(h) Does the container have suitable feeding/watering facilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. In the event of attendants accompanying the animal(s), have advance arrangements been made with all the carriers concerned?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
5. Does the shipment comply with current regulations in force at transit stations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
6. Where applicable, have carrier/governmental exceptions been complied with?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

#### Air Waybill

7. Are the live animals the only entries on the Air Waybill?	<input type="checkbox"/>	<input type="checkbox"/>		15. Is the consignee's name, street and city address as per Air Waybill, and a 24 hour contact phone number shown on each container?	<input type="checkbox"/>	<input type="checkbox"/>	
8. Are all flight numbers for which bookings are held for the entire routing indicated?	<input type="checkbox"/>	<input type="checkbox"/>		16. Is the correct number of "Live Animals" and "This Way Up" labels attached to each container?	<input type="checkbox"/>	<input type="checkbox"/>	
9. Is the quantity of animals in the consignment, as well their common names, which must as far as possible correspond with that listed in the IATA Live Animals Regulations, shown in the "Nature and quantity of goods" box?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17. Has each "Live Animals" label been completed, i.e. reflecting the correct contents?	<input type="checkbox"/>	<input type="checkbox"/>	
10. Are all relevant permits, including CITES where necessary, licences and certificates required for export, transhipment and import, securely attached to the Air Waybill and copies of those required affixed to the container?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	18. For live animals which can inflict a poisonous bite or sting, is the container marked in bold letters "POISONOUS"?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				19. For Specific Pathogen Free (SPF) animals for laboratory use, are "Laboratory Animals" and "This Way Up" labels attached to each container?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				20. When the animal has been tranquillised, have details been affixed to the container, i.e. time given, type of sedation, dosage and estimated duration?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### Shipper's Certificate

11. Is it completed in full and in duplicate?	<input type="checkbox"/>	<input type="checkbox"/>		21. If it is required that the animal(s) must be fed/watered en route, have arrangements been made by the shipper/carrier with the other carriers/personnel downline?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Does the description and quantity of animals agree with the information on the Air Waybill?	<input type="checkbox"/>	<input type="checkbox"/>		22. Are feeding instruction affixed to the container and are supplies (if required) attached to the outer top side of the container?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Is it signed by the shipper or his authorised agent? (Check that this is not an IATA cargo agent, consolidator, forwarder or indirect carrier.)	<input type="checkbox"/>	<input type="checkbox"/>		23. Food or bedding (if provided) for the animal(s) is in accordance with the regulations of the country(ies) of transit or importation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### Container

14. Does it comply with the specific container requirements as detailed in the IATA Live Animals Regulations?	<input type="checkbox"/>	<input type="checkbox"/>		CHECKED BY: _____	SIGNATURE: _____	TIME: _____	DATE: _____
(a) Is the size suitable for the particular type of animal?	<input type="checkbox"/>	<input type="checkbox"/>					
(b) Does it provide for sufficient ventilation?	<input type="checkbox"/>	<input type="checkbox"/>					
(c) Is the construction adequate?	<input type="checkbox"/>	<input type="checkbox"/>					
(d) Does it contain adequate handholds/lifting devices to facilitate handling and to prevent the handler from coming into close proximity of the animal(s)?	<input type="checkbox"/>	<input type="checkbox"/>					
				NAME (BLOCK LETTERS) _____	AT (STATION) _____		
				SHIPPER/AGENT: _____			

## 2.3. Acceptance of Goods

### 2. Arms, Ammunition, War Material

#### a. Weapons for Hunting or Self Defence, and their Corresponding Safety Cartridges

These shall be admitted for transport on the condition that they are not forbidden in the country of destination or in the countries over which the flight passes.

For safety cartridges, consult the applicable dangerous goods regulations on the acceptance of permissible quantities and conditions.

#### b. Other Arms, Ammunition, War Material

The same rules as above apply. In addition, the shipper must furnish all necessary export, import or transit authorization.

### 3. Dangerous Goods

Please note that the information below is a collection of useful information and should not be substituted for expert advice.

**For complete information on how to handle and process Dangerous Goods, please refer to IATA's Dangerous Goods Regulations. [www.iata.org/dgr](http://www.iata.org/dgr)**

All references to subsections are references to the Dangerous Goods Regulations.

All UN numbers, packing groups etc. are described in the Dangerous Goods Regulations.

#### ● Dangerous Goods (general)

Dangerous goods are articles or substances which are capable of posing a risk to health, safety, property or the environment and which are shown in the list of dangerous goods in the IATA *Dangerous Goods Regulations* or which are classified according to those regulations. Some dangerous goods are too dangerous to be carried by aircraft, others may be carried on cargo aircraft only and some are acceptable on both cargo and passenger aircraft. Refer to the applicable dangerous goods regulations, such as the IATA *Dangerous Goods Regulations* to determine whether goods may be accepted for transportation by air.

If a consignment consists in part of articles subject to the dangerous goods regulations, such articles must be offered separately and indicated on the AWB in accordance with rule 6.2. of TACT Rules.

#### a. Classification

Dangerous goods are assigned to one or more of nine UN hazard classes, which relate to the type of hazard. Some hazard classes are further subdivided into hazard divisions. The nine hazard classes and their divisions are as follows.

Class 1	Explosives:
Division 1.1	Articles and substances having a mass explosion hazard.
Division 1.2	Articles and substances having a projection hazard but not a mass explosion hazard.
Division 1.3	Articles and substances having a fire hazard, a minor blast hazard and/or a minor projection hazard but not a mass explosion hazard.
Division 1.4	Articles and substances presenting no significant hazard.
Division 1.5	Very insensitive substances having a mass explosion hazard.
Division 1.6	Extremely insensitive articles which do not have a mass explosion hazard.
Class 2	Gases:
Division 2.1	Flammable gas.
Division 2.2	Non-flammable, non-toxic gas.
Division 2.3	Toxic gas.
Class 3	Flammable liquids.
Class 4	Flammable solids; Substances liable to spontaneous combustion; Substances which, in contact with water, emit flammable gases:
Division 4.1	Flammable solids.
Division 4.2	Substances liable to spontaneous combustion.
Division 4.3	Substances which, in contact with water, emit flammable gases.
Class 5	Oxidizing substances and Organic Peroxides:
Division 5.1	Oxidizers.
Division 5.2	Organic peroxides.
Class 6	Toxic and infectious substances:
Division 6.1	Toxic substances.
Division 6.2	Infectious substances.
Class 7	Radioactive materials.
Class 8	Corrosives.
Class 9	Miscellaneous Dangerous Substances and Articles, Including Environmentally Hazardous Substances

Before packing any dangerous goods for air transportation, the shipper must

- a. Identify, correctly and fully, all dangerous articles and dangerous substances within the consignment.
- b. Classify each item of dangerous goods by determining under which of the nine classes it falls and, where relevant, determining any subsidiary hazards.

- c. Where relevant, assign each item of dangerous goods to one of the below three packing groups within the assigned class or division.

Packing Group I: **High** danger  
Packing Group II: **Medium** danger  
Packing Group III: **Low** danger

#### b. Shipper's Responsibility - Shipper's Declaration for Dangerous Goods

The shipper is responsible for providing information applicable to a consignment of dangerous goods to the operator as set out in the IATA Dangerous Goods Regulations. The information may be provided on a prescribed declaration form, Shipper's Declaration for Dangerous Goods or, where an agreement exists with the operator, by EDP or EDI techniques. The information must be provided for each and every shipment containing dangerous goods so defined or classified in the dangerous goods regulations unless it is stated that a Shipper's Declaration for Dangerous Goods is not required. For each shipment containing dangerous goods the shipper must:

- a. Use only the correct form in the correct manner.
- b. Ensure that the information on the form is accurate, easy to identify, legible and durable.
- c. Ensure that the form is properly signed when the shipment is presented to the operator for shipment.
- d. Ensure that the shipment has been prepared in accordance with the IATA *Dangerous Goods Regulations*.

A Shipper's Declaration for Dangerous Goods, where required, must be completed in duplicate, and properly signed. One signed copy must be retained by the accepting carrier. The other signed copy must be forwarded with the shipment to its destination.

#### Specification for Declaration Form

##### ● Language

The declaration form must be completed in the English language. The wording in English may be accompanied by an accurate translation in another language.

##### ● Colour

The declaration form may be printed in black and red on white paper, or it may be printed in red only on white paper. The diagonal hatchings printed vertically in the left and right margins must be printed in red.

##### ● Size

The declaration form must be printed either on ISO paper sizes A3 or A4 or on their North American equivalents:

##### ● ISO standard sizes are:

- A3: 297 x 420 mm (11½ x 16½ in)
- A4: 297 x 210 mm (11½ x 8¼ in)

##### ● North American equivalents are:

- Ledger: 11 x 17 in (280 x 430 mm)
- Letter: 11 x 8½ in (280 x 215 mm)

Two specimens of the Shipper's Declaration for Dangerous Goods are included in the following pages.

The first specimen is designed in particular for computerized completion. The second is designed for manual completion. However, both may be completed either by computer or manually.

#### Responsibility for non-observance of conditions relating to cargo

Responsibility for non-observance of the conditions relating to the carriage of cargo rests upon the shipper who shall indemnify the carrier for any loss, damage, delay, liability or penalties the carrier may incur because of carriage of any such cargo.

#### Labelling - Shipper's Specific Responsibilities

For each such package and overpack requiring labelling, the shipper must:

- a. Remove or obliterate any irrelevant labelling already on the package or overpack.
- b. Use only labels of durable quality and correct specification.
- c. Inscribe on each label, in a durable manner, any required additional information.
- d. Affix the appropriate label(s) in the correct location(s) and in a secure manner.
- e. Ensure that the responsibilities for labelling are completely fulfilled when the package or overpack is presented to the operator for shipment.

## 2.3. Acceptance of Goods

### *Marking - Shipper's Specific Responsibilities*

For each package and overpack requiring marking, the shipper must:

- a. Check that any relevant marking on the package or overpack already on the package is in the correct location and meets the quality and specification requirements of the dangerous goods regulations.
- b. Remove/obliterate any irrelevant marking already on the package or overpack.
- c. Ensure that each outer or single packaging used for dangerous goods, for which specification packaging is required in section 5 of the Dangerous Goods Regulations bears the specification markings as specified in 6.0.4 of the same regulations.
- d. Apply any appropriate new marking in the correct location, and ensure that it is of durable quality and correct specification.
- e. Ensure that responsibilities for marking are completely fulfilled when the package or overpack is presented to the operator for shipment.

## 2.3. Acceptance of Goods

### Shipper's Declaration Specimen Designed for Computerised Completion

#### SHIPPER'S DECLARATION FOR DANGEROUS GOODS

Shipper	Air Waybill No. Page      of      Pages Shipper's Reference Number <i>(optional)</i>
Consignee	<i>For optional use for Company logo name and address</i>
<i>Two completed and signed copies of this Declaration must be handed to the operator.</i>	
<b>TRANSPORT DETAILS</b>	
This shipment is within the limitations prescribed for: <i>(delete non-applicable)</i>	Airport of Departure:
<b>PASSENGER AND CARGO AIRCRAFT ONLY</b>	
Airport of Destination:	
Shipment type: <i>(delete non-applicable)</i> <b>NON-RADIOACTIVE   RADIOACTIVE</b>	
<b>NATURE AND QUANTITY OF DANGEROUS GOODS</b> <i>UN Number or Identification Number, proper shipping name, Class or Division (subsidiary risk), packing group (if required), and all other required information.</i>	
----- Additional Handling Information	
I hereby declare that the contents of this consignment are fully and accurately described above by the proper shipping name, and are classified, packaged, marked and labelled/placarded, and are in all respects in proper condition for transport according to applicable international and national governmental regulations. I declare that all of the applicable air transport requirements have been met.	Name/Title of Signatory  Place and date  Signature <i>(see warning above)</i>

## **2.3. Acceptance of Goods**

## **Shipper's Declaration Specimen Designed for Manual Completion**

## 2.3. Acceptance of Goods

### 3. Dangerous Goods (continued)

Please note that the information below is a collection of useful information and should not be substituted for expert advice.

For complete information on how to handle and process Dangerous Goods in Excepted Quantities, please refer to IATA's Dangerous Goods Regulations. [www.iata.org/dgr](http://www.iata.org/dgr)

All references to subsections are references to the Dangerous Goods Regulations.

All UN numbers, packing groups etc. are described in the Dangerous Goods Regulations.

#### ● Dangerous Goods in Excepted Quantities

##### a. Applicability

Small quantities of dangerous goods meeting the provisions of this subsection Dangerous Goods in Excepted Quantities, are not subject to the other provisions of the IATA *Dangerous Goods Regulations*. This is except for the following provisions.

- Training requirements (subsection 1.5)
- Dangerous goods in air mail (subsection 2.4)
- Classification and packing group criteria (section 3)
- Packaging requirements (5.0.2.4, 5.0.2.6.1, 5.0.2.6.2, 5.0.2.8, 5.0.2.9 and 5.0.2.11(a)) (5.0.2.9 does not apply to UN 3082)
- Loading restrictions (9.3.1, 9.3.5)
- Reporting of dangerous goods accidents, incidents and other occurrences (9.6.1 and 9.6.2)
- In the case of radioactive material, the requirements for radioactive material in excepted packages (10.5.8)
- Definitions (appendix A)

##### b. Limitations

###### *Baggage and Post*

Dangerous goods in excepted quantities are not permitted to be shipped in or as checked or carry-on baggage.

Dangerous goods in excepted quantities are not permitted in the mail.

###### *Dangerous Goods Permitted in Excepted Quantities*

Only dangerous goods which are permitted on passenger aircraft and which meet the criteria of the following classes, divisions and packing groups (if appropriate) may be carried under the provisions for Dangerous Goods in Excepted Quantities.

- a. Substances of Division 2.2, without a subsidiary risk, but excluding UN 1043, UN 1044, UN 1950, UN 2037, UN 2073, UN 2857, UN 3164, UN 3500 and UN 3511.
- b. Substances of Class 3, all packing groups, excluding those in Packing Group I with a subsidiary risk and UN 1204, UN 2059 and UN 3473.
- c. Substances of Class 4, Packing Groups II and III but excluding all self-reactive substances and UN 2555, UN 2556, UN 2557, UN 2907, UN 3292 and UN 3476.
- d. Substances of Division 5.1, Packing Groups II and III.
- e. Substances of Division 5.2, only when contained in a chemical kit, first aid kit or polyester resin kit.
- f. Substances of Division 6.1, all substances in this division, except those having an inhalation toxicity of Packing Group I.
- g. Substances of Class 8, Packing Groups II and III but excluding UN 1774, UN 2794, UN 2795, UN 2800, UN 2803, UN 2809, UN 3028, UN 3477 and UN 3506.
- h. Only substances of Class 9, other than carbon dioxide solid, genetically modified organisms and genetically modified microorganisms. All articles are excluded.

###### **Note:**

Articles and substances in the above classes, divisions and packing groups may also be radioactive materials in excepted packages.

##### c. Classification

Dangerous goods shipped under the provisions of subsection 2.7 must be classified according to section 3 of the *Dangerous Goods Regulations*.

##### d. Identification

Dangerous goods, which may be carried as excepted quantities in accordance with the provisions of this subsection are shown in Column F of the List of Dangerous Goods by means of an alphanumeric code as shown in table 2.6.A..

Table 2.6.A Excepted Quantity Codes for Table 4.2 (2.6.4.1)		
Code	Maximum quantity per inner packaging	Maximum quantity per outer packaging
E0	Not permitted as Excepted Quantity	
E1	30g/30ml	1kg/1L
E2	30g/30ml	500g/500ml
E3	30g/30ml	300g/300ml
E4	1g/1ml	500g/500ml
E5	1g/1ml	300g/300ml

For gases, the volume indicated for inner packagings refers to the water capacity of the inner receptacle and the volume indicated for outer packagings refers to the combined water capacity of all inner packagings within a single outer packaging.

Where dangerous goods in excepted quantities for which different codes are assigned are packaged together the total quantity per outer packaging must be limited to that corresponding to the most restrictive code.

##### e. Packing

1. Packagings used for the transport of dangerous goods in excepted quantities must be in compliance with the following.

- a. There must be an inner packaging and each inner packaging must be constructed of plastic (when used for liquid dangerous goods it must have a thickness of not less than 0.2 mm), or of glass, porcelain, stoneware, earthenware or metal (see also 5.0.2.6.1 of the *Dangerous Goods Regulations*). The closure of each inner packaging must be held securely in place with wire, tape or other positive means. Any receptacle having a neck with moulded screw threads must have a leak proof threaded type cap. The closure must be resistant to the contents.

- b. Each inner packaging must be securely packed in an intermediate packaging with cushioning material in such a way that, under normal conditions of transport, it will not break, puncture or leak the contents. In the case of breakage or leakage, the intermediate packaging must completely contain the contents.

For liquid dangerous goods, the intermediate or outer packaging must contain sufficient absorbent material to absorb the entire contents of the inner packagings. When placed in the intermediate packaging, the absorbent material may be the cushioning material. Dangerous goods must not react dangerously with the cushioning, absorbent material and packaging material, or reduce the integrity or function of the materials.

- c. The intermediate packaging must be securely packed in a strong rigid outer packaging (wood, fibreboard or other equally strong material).

- d. The complete package must be in compliance with the provisions in 2.6.6.

- e. Each package must be of such a size that there is adequate space to apply all required markings.

- f. Overpacks may be used and may also contain packages of dangerous goods or goods not subject to these regulations.

2. A package containing dangerous goods in excepted quantities must not contain other dangerous goods that require a Shipper's Declaration for Dangerous Goods.

###### **Note:**

When a package containing dangerous goods in excepted quantities is packed with UN1845 Carbon Dioxide, solid (dry ice), the requirements in packing instruction 954 must be met.

##### f. Package Tests

1. The complete package as prepared for transport, with inner packagings filled to not less than 95% of their capacity for solids or 98% for liquids, must be capable of withstanding the drops and applied force outlined below. This should be demonstrated by testing which is appropriately documented. There should be no breakage or leakage of any inner packaging and no significant reduction in the effectiveness of the packaging.

- a. Drops onto a rigid, non-resilient flat and horizontal surface from a height of 1.8 m.

1. Where the sample is in the shape of a box, it must be dropped in each of the following attitudes.

- Flat on the base
- Flat on the top
- Flat on the longest side
- Flat on the shortest side
- On a corner

2. Where the sample is in the shape of a drum, it must be dropped in each of the following attitudes.

- Diagonally on the top chime, with the centre of gravity directly above the point of impact
- Diagonally on the base chime
- Flat on the side

###### **Note:**

Each of the above drops may be performed on different but identical packages.

- b. A force applied to the top surface for a duration of 24 hours, equivalent to the total mass of identical packages if stacked to a height of 3 m (including the drop sample).

## 2.3. Acceptance of Goods

2. For the purposes of testing, the substances to be transported in the packaging may be replaced by other substances except where this would invalidate the results of the tests. For solids, when another substance is used, it must have the same physical characteristics (mass, grain size, etc.) as the substance to be carried. In the drop tests for liquids, when another substance is used, its relative density (specific gravity) and viscosity should be similar to those of the substance to be transported.

*g. Marking of Packages*

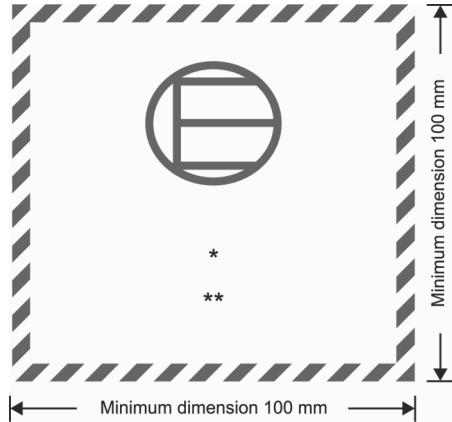
1. Packages containing excepted quantities of dangerous goods prepared in accordance with this chapter must be durably and legibly marked with the mark shown in figure 2.6.B. The primary hazard class or, when assigned, the division of each of the dangerous goods contained in the package must be shown in the mark. Where the name of the consignor or consignee is not shown, this information must be included elsewhere on the package within the mark.
2. The mark must be in the form of a square. Where dimensions are not specified, all features must be in approximate proportion to those shown. The dimensions of the mark on packages must be a minimum of 100 mm x 100 mm.

*h. Marking of Overpacks*

1. Unless the mark required by 2.6.7.1 Figure 2.6.B is visible when packages of dangerous goods in excepted quantities are placed in an overpack, the overpack must be:
- marked with the word "overpack". The lettering of the "overpack" mark must be at least 12 mm high; and
  - marked as required by 2.6.7.1.
2. If the overpack also contains packages of other dangerous goods then the provisions of 7.1.7 also apply.

**Figure 2.6.B.**

**Excepted Quantity Package Mark**



**Minimum Dimensions: 100 mm x 100 mm**

**Hatching and symbol of the same colour, black or red, on white or suitable contrasting background**

- \* **The Class or, when assigned, the Division number(s) must be shown in this location.**
- \*\* **The name of the shipper or of the consignee must be shown in this location if not shown elsewhere on the package.**

*i. Documentation*

1. The Shipper's Declaration for Dangerous Goods is not required.
2. If a document (such as a Bill of Lading or Air Waybill) accompanies dangerous goods in excepted quantities, it must include the statement "Dangerous Goods in Excepted Quantities" and indicate the number of packages.

*j. Handling*

Dangerous goods shipped under the provisions of subsection 2.6 are subject to the following provisions of section 9.

- Loading restrictions (9.3.1).
- Reporting of dangerous goods accidents, incidents and other occurrences (9.6.1 and 9.6.2).

**Notes**

1. A checklist is not required for Dangerous Goods in Excepted Quantities.
2. Information relating to Dangerous Goods in Excepted Quantities is not required to appear on the written information to the pilot in command.

*k. De Minimis Quantities*

Dangerous goods that are assigned codes E1, E2, E4 or E5 in Column F of Table 4.2 are not subject to these Regulations when carried as cargo provided that:

1. the maximum net quantity of material per inner packaging is limited to 1 mL for liquids and gases and 1 g for solids;
2. the provisions of 2.6.5 are met, except that an intermediate packaging is not required if the inner packagings are securely packed in an outer packaging with cushioning material in such a way that, under normal conditions of transport, they cannot break, be punctured, or leak their contents; and for liquid dangerous goods, the outer packaging contains sufficient absorbent material to absorb the entire contents of the inner packagings;
3. the provisions of 2.6.6 are complied with; and
4. the maximum net quantity of dangerous goods per outer packaging does not exceed 100 mL for liquids and gases or 100 g for solids.

Additional information is also published in section 8.3. of TACT Rules, Information by Carrier.

**4. Human Remains (cremated, embalmed, or not embalmed)**

Before acceptance the booking for the entire air transportation, including any connecting flights, must be confirmed. Packing must be suitable for air transportation. Please see instructions below.

*a. Cremated remains*

Cremated human remains will be accepted in any aircraft without advance arrangements. Cremated human remains must be shipped in funeral urns that are efficiently protected against breakage by a cushioning packaging.

*b. Remains that are not cremated*

Human remains that are not cremated must be contained in a hermetically sealed inner containment. This may be constructed of flexible material or may be a rigid coffin of lead or zinc. The inner containment must then be packed in a wooden or metal coffin. The wooden or metal coffin may be protected from damage by an outer packaging and covered up by canvas or tarpaulin so that the nature of the contents is not apparent. Strong handles must be bolted to the outer packing. Some countries require human remains to be embalmed when not cremated (see section 7.3., Import/Transit/Export Regulations and section 8.3., Information by Carrier).

Human remains cannot be consolidated with other goods. However, a consolidated shipment may be wholly composed of human remains.

Corpses in coffins may be shipped only in all-cargo aircraft or in passenger aircraft with outside cargo compartments, subject to advance confirmation of reservations.

Human remains must be accompanied by a "laissez-passer for human remains" which has been reproduced below, issued by the appropriate public health authority of the State of origin.

**LAISSEZ-PASSER FOR HUMAN REMAINS**

*Certified International Document - Repatriation Human Remains*

*Deceased Details*

Family Name: .....  
Given name(s): .....  
Address: .....  
Country: ..... Nationality: .....  
Date of Birth: ..... Date of Death: .....  
Place of Death: .....  
Cause of Death (if available): .....  
Shipper: .....  
Tel.: ..... email: .....  
Consignee: .....  
Tel.: ..... email: .....

*Flight Details*

Origin Airport: ..... Dep. Time: .....  
Destination Airport: ..... Arr. Time: .....  
Company: ..... Tel.: .....  
Company Contact: ..... email: .....  
Flight No.: ..... Date: .....  
Air Waybill No.: .....  
Accompanying Person: .....

*Document Details*

Death Certificate: .....  
Embalming Certificate (if applicable): .....  
Freedom from Infection Certificate: .....  
Funeral Director Declaration: .....  
Out of Country Declaration: .....  
Transportation Permit: .....  
Other: .....  
Done at ..... on .....  
Signature of the competent authority .....  
Official stamp of the competent authority .....  
.....

## 2.3. Acceptance of Goods

### 5. Machinery, uncrated

#### a. Loading and Anchoring

Machinery must be solidly attached to a support to facilitate loading and anchoring. The points of the support to be used for loading should be easy to identify or clearly indicated. Loading by means of a forklift should be taken into consideration. There should be a 5 cm/2 inch space between the ground and the support to allow the forks to slip beneath the support. It should be mentioned on the Air Waybill (AWB) if there is a risk the machine may become unbalanced during loading operations. There should also be a notice placed on the machine to draw the attention of loading personnel to this fact.

#### b. Protection for Fragile or Dangerous Parts

Fragile or dangerous parts of the machine should be protected in such a way that there is no risk that these parts are used for either loading or anchoring. Fragile parts must be protected against environment and weather conditions such as rain, dust, freezing temperatures.

### 6. Machinery Castings or Steelwork, Uncrated

These articles shall be presented so that they can be easily handled and anchored. If this is not possible, goods must be delivered appropriately packed. The following should be noted in particular.

- Use of a forklift must be possible.
- Fragile parts must be protected.
- Anchoring and manipulation points, when not obvious, must be made conspicuous by means of a label. Articles that do not have built-in anchoring and manipulation points must be properly packed.
- Any sharp edges or points must be protected in such a manner to prevent damage to aircraft or injury to persons.

### 7. Perishables

Articles of a perishable nature that are liable to deteriorate or perish due to changes in climate, temperature, altitude, or other normal exposure or length of time in transit, will be accepted provided that it is reasonably certain they will reach their destination in good condition. Advance reservations should be made and packages and documents should be boldly marked "Perishable". A special "perishable" label shall be affixed on each package.

### 8. Personal Effects and Unaccompanied Baggage

Suitcases and bags containing personal effects should be locked. If keys are sent along with the shipment they must be attached to the AWB by means of an envelope.

Each item of baggage should be marked on the inside with the name and home address of the owner and have a label or tag affixed to the outside with the name and destination address.

#### Note:

Under certain conditions personal effects can be sent as unaccompanied baggage, see rule 3.7.8.

### 9. Strongly Smelling Goods

Carriers can accept strongly smelling goods, such as hides, or perfumes, provided the packaging prevents the escape of annoying smells. The outside of each piece of cargo must be free of any spillage of the contents.

### 10. Valuable Cargo

#### a. Definition

Please see rule 3.7.6. paragraph 1 for a definition of valuable cargo for acceptance purposes.

#### b. Acceptance

Valuables can be accepted provided:

- a. They are not consolidated with other goods (however, a consolidated shipment may be wholly composed of valuables).
- b. They are packed in such a manner that the contents cannot be tampered with or removed without visible evidence thereof remaining. For details of minimum sizes please refer to the carrier concerned.
- c. Advance arrangements have been made.

### Exception for Domestic Canada/USA Transportation: Packaging Requirements

Shipments of extraordinary value must be packed in containers with a volume of 0.0283m<sup>3</sup>/1728 cubic inches or more. For the purpose of this exception articles of extraordinary value shall mean: art works, bills of exchange, bonds, bullion or precious metals, currency, deeds, dore bullion, evidences of debt, gems (cut or uncut), gold bullion (coined or uncoined), cyanides, dust of sulphides, jewellery (other than costume jewellery), money, promissory notes, platinum, negotiable securities, silver bullion (coined or uncoined), concentrates, cyanides, precipitates or sulphides, stamps, postage or revenue, stock certificates

### 11. Vehicles

See the currently effective edition of the applicable dangerous goods regulations.

### 12. Wet Cargo

Carriers can accept wet cargo, including cooled goods, wetted fresh flowers and vegetables, soft fruits and other goods which may leak or give off moisture, provided the packing is leakproof. Advance arrangements have to be made with the nearest office of the carrier before acceptance of salted casings and skins, etc.

### B. Restrictions Due to Weight and Dimensions

#### 1. Introduction

Ordinary cargo consisting of various sizes and weights can be accommodated, depending upon type of aircraft operated. Individual carriers should be contacted for possible exceptions to accommodate single pieces of greater sizes than indicated as maximum. For further information refer to section 8 Carriers' Special Regulations.

#### 2. Weight

Upon acceptance each consignment must be accurately weighed. The weight of a piece of cargo that is above available scale-capacity must be determined at another suitable location, supervised by the staff of the carrier or agent. Alternatively, an approved weighbridge may be used in which case the weight note must be submitted to the cargo accepting office together with the consignment concerned.

#### 3. Dimensions

The greatest width, height and length of a consignment must be measured on acceptance. For valuable cargo, each piece must be so measured. For low density cargo, its cubic volume must be calculated (see rule 3.9.4.).

#### 4. Acceptability in view of Weight and Dimensions

Please refer to section 8. Carriers' Special Regulations.

## 2.3. Acceptance of Goods

### C. Restrictions Due to Value

#### 1. Valuation limit of one consignment

Consignments exceeding a certain declared value for carriage (in many cases in excess of USD 100,000 or its equivalent) will not be accepted for carriage unless advance arrangements have been made with the carrier(s) concerned.

#### 2. Valuation limit for one aircraft

The value for carriage of one consignment or group of consignments to be carried in any one aircraft shall not exceed a certain amount (which may differ by carrier) when such consignment or group of consignments consists of general merchandise or valuables. If a single consignment exceeds such limits, it may not be carried in the same aircraft but may be divided between two or more aircraft at the sole discretion of the carrier. The carrier reserves the right to refuse to transport in any one aircraft consignments having declared values which in aggregate violate or lead to the violation of this rule.

### D. Embargoes

1. Embargo means the refusal by a carrier, for a limited period, to accept for transportation over any route or segment thereof, and to or from any area or point of connecting carrier, any commodity, type or class of cargo duly tendered.
2. Established embargoes become effective at 0001 GMT on the second day after declaration by the carrier. AWBs may be accepted if the execution date is not later than the day after the date of declaration.

### E. Cargo not Acceptable

1. Articles that are liable to endanger aircraft, persons or property or cause annoyance to passengers.
2. Articles that are prohibited by the laws or regulations of any country to be flown from, to, into or over such country.

### 2.3.4. Labelling and Marking

#### A. Identification Form

##### 1. General

- a. For the carriage of cargo, identification label(s) shall be used and attached to each package and affixed adjacent to the consignee's name and address where space permits.

More than one label may sometimes be required. This may arise when shipments have labels applied by different parties or when the amount of optional information does not fit onto the label stock in use. For example, a forwarder may add a label containing House Waybill (HWB) information and a second label containing AWB information, may subsequently be added when the shipment is consolidated.

- b. Despite point a. above, the label need not be used for online carriage of cargo.

- c. Labels shall contain the following mandatory information.

- Airline name
- AWB number
- Destination
- Total number of pieces

- d. Labels may contain optional information, such as

- Airline insignia
- Transfer points
- Piece number
- Weight of this piece
- Total weight of this shipment
- HWB number
- HWB piece number
- Handling information
- Origin
- Total number of HWB pieces
- Total weight of HWB pieces
- Product name
- Other information which may be added at the user's discretion

- e. The quality of specific characteristics of the label should be equal to or better than commonly observed in preprinted cargo labels.

These characteristics include:

- Adhesion holding power
- Service temperature range
- Moisture resistance

## 2.3. Acceptance of Goods

### 2. Non-Bar Coded Labels

#### NON-BAR CODED LABEL

AIRLINE NAME/INSIGNIA		(optional)	(1)
AIR WAYBILL NO.			(2)
DESTINATION	(3)	TOTAL NO. OF PIECES	(4)
TRANSFER POINTS (optional)	(5)	PIECE NUMBER (optional)	(6)
WEIGHT OF THIS PIECE (optional)	(7)	TOTAL WEIGHT OF THIS SHIPMENT (optional)	(8)
HANDLING INFORMATION		(optional)	(9)
HWB NO. (optional)	(10)	HWB PIECE NO. (optional)	(11)
ORIGIN (optional)	(12)	TOTAL NO. OF HWB PIECES (optional)	(13)
TOTAL WEIGHT OF HWB PIECES (optional)	(14)	PRODUCT NAME (optional)	(15)
OTHER INFORMATION			(16)

**Note:**  
Each box appearing on the label must be titled.

### 3. Completion of Non-Bar Coded Labels

The numbers between brackets to the right of the titles correspond with the circled numbers in the boxes of the specimen label illustrated in paragraph 2. above.

a. Completion of the mandatory boxes on the labels shall be as follows:

1. Airline Name [1]  
The airline name.
2. Air Waybill Number [2]  
The AWB number of the shipment. The serial number may be shown as two groups of four digits.

### 3. Destination [3]

The IATA three-letter code of the airport of destination. When the airport code is unknown or the city is served by more than one airport the IATA three-letter city code may be used.

### 4. Total No. of Pieces [4]

The total number of pieces comprising the consignment.

b. When used, completion of the optional information on the labels shall be as follows.

#### 1. Airline Insignia [1]

The airline insignia.

#### 2. Transfer Points [5]

The IATA three-letter code of the airport(s) of transfer. When the airport code is unknown or the city (cities) is (are) served by more than one airport the IATA three-letter city code may be used.

#### 3. Piece Number [6]

The AWB piece number.

#### 4. Weight of this Piece [7]

The weight of the specific Package to which the label is attached, together with the unit of weight (K or L).

#### 5. Total Weight of this Shipment [8]

The total weight of the shipment, together with the unit of weight (K or L).

#### 6. Handling Information [9]

Any information which pertains to the handling of the consignment.

#### 7. HWB No. [10]

The House Waybill (HWB) number.

#### 8. HWB Piece No. [11]

The House Waybill (HWB) piece number.

#### 9. Origin [12]

The IATA three-letter code of the airport of origin. When the airport code is unknown or the city is served by more than one airport the IATA three-letter city code may be used.

#### 10. Total No. of HWB Pieces [13]

The total number of pieces comprising the shipment being shipped under this HWB.

#### 11. Total Weight of HWB Pieces [14]

The total weight of pieces represented by the House Waybills, together with the unit of weight (K or L).

#### 12. Product Name [15]

The marketing name associated with the type of freight movement.

#### 13. Other Information [16]

Information which may be added at the user's discretion.

## 2.3. Acceptance of Goods

### 4. Bar Coded Labels

BAR CODED LABEL	
AIRLINE NAME/INSIGNIA	
①	
BAR CODED INFORMATION	
⑤	
AIR WAYBILL NO.	
②	
DESTINATION	TOTAL NO. OF PIECES
③	④
OPTIONAL INFORMATION	
⑥	

#### 5. Completion of Bar Coded Labels

The numbers between brackets to the right of the titles correspond with the circled numbers in the boxes of the specimen label shown in paragraph 4 above.

- Completion of the *mandatory* boxes on the labels shall be as follows.
  - Airline Name [1]  
The airline name.
  - Air Waybill Number [2]  
The airline code and AWB number of the shipment. The serial number may be shown as two groups of four digits.
  - Destination [3]  
The IATA three-letter code of the airport of destination. When the airport code is unknown or the city is served by more than one airport the IATA three-letter city code may be used.
  - Total No. of Pieces [4]  
The total number of pieces comprising the shipment.
  - Primary Bar Code [5]  
The primary bar code contains all data elements described in IATA Resolution 606 (Attachment A). Whenever more than one bar code is printed on a label containing the primary bar code, the primary code must appear first.
  - When used, completion of the *optional* information on the labels shall be as follows:
    - Airline Insignia [1]  
The airline insignia.

#### 2. Transfer Points [6]

The IATA three-letter code of the airport(s) of transfer. When the airport code is unknown or the city (cities) is (are) served by more than one airport the IATA three-letter city code may be used.

#### 3. Piece Number [6]

The Air Waybill piece number.

#### 4. Weight of this Piece [6]

The weight of the specific package to which the label is attached, together with the unit of weight (K or L).

#### 5. Total Weight of this Shipment [6]

The total weight of the shipment, together with the unit of weight (K or L).

#### 6. Handling Information [6]

Any information which pertains to the handling of the shipment.

#### 7. HWB No. [6]

The House Waybill (HWB) number.

#### 8. HWB Piece No. [6]

The House Waybill (HWB) piece number.

#### 9. Origin [6]

The IATA three-letter code of the airport of origin. When the airport code is unknown or the city is served by more than one airport the IATA three-letter city code may be used.

#### 10. Total No. of HWB Pieces [6]

The total number of pieces comprising the shipment being shipped under this HWB.

#### 11. Total Weight of HWB Pieces [6]

The total weight of pieces represented by the House Waybills, together with the unit of weight (K or L).

#### 12. Product Name [6]

The marketing name associated with the type of freight movement.

#### 13. Other Information [6]

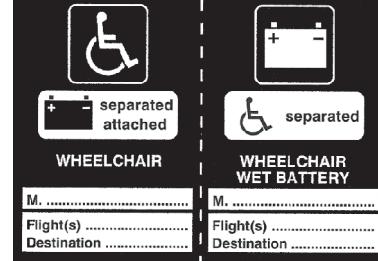
Information which may be added at the user's discretion.

#### 14. Secondary Bar Code [5]

The secondary bar code(s) is printed in box 6 of the bar coded label whenever a primary bar code is included on the label. It may otherwise be printed in box 5. The secondary bar code(s) contains data elements identified in IATA Resolution 606 (Attachment B).

### B. Standard Labels and Tags for Special Consignments

The following labels may be available from the carriers. They must be used as described and attached next to the consignee's address, when space permits.



- **Name of Label:** Battery-powered Wheelchair and Mobility Aid label

- **Colour:** Blue and white printing

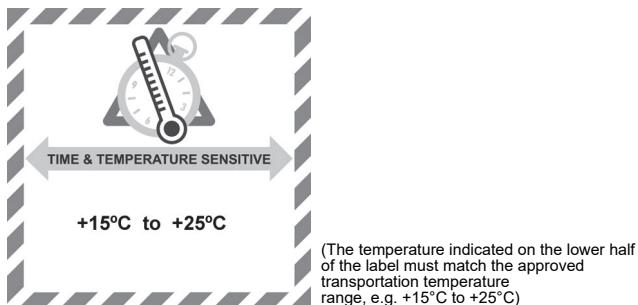
To assist the handling of wheelchairs and mobility aids with batteries, the label above is an example which may be used to assist in identifying whether or not a wheelchair has had the battery removed. The label is in two parts. Part A remains with the wheelchair and indicates whether or not the battery has been removed. In cases where the battery is separated from the wheelchair, Part B may be used to assist in identifying the battery and also in reconciling the battery and its wheelchair.

## 2.3. Acceptance of Goods

### Standard “Time and Temperature Sensitive”

The Time and Temperature Sensitive label is a shipment label, specific to the healthcare industry, that must be affixed to all shipments booked as time and temperature sensitive cargo. It is the responsibility of the shipper (or designated shipper's agent by service agreement) to ensure the label is applied properly for time and temperature sensitive healthcare cargo shipments booked as such. The lower half of the label must never be left blank and must indicate the external transportation temperature range of the shipment. The temperature range must only be shown in Celsius. No other temperature information must be indicated on the label except, when agreed between the parties it may be used to communicate the Standard Operating Procedures (SOP) number.

Any other instructions that are not related to the transportation (e.g. storage temperature ranges at destination) must be agreed upon by all parties involved provided that these additional instructions cannot be confused with or conflict with the instructions on the IATA label and on the Air Waybill.



The initial booking is the key step to successful cargo transportation and will trigger the specific and/or appropriate handling and operational processes associated with healthcare transport and/or logistics. The label only supports the booking, thus the transportation temperature range specified on the label must match the transportation temperature range stated on the AWB, Service Level Agreement (SLA) or Standard Operating Procedures (SOP). In the event that the shipper fails to complete the lower half of the label or in case of discrepancy the transportation temperature indicated on the AWB (or on the SOP or SLA if no temperature is mentioned on the AWB) prevails.

In addition, a 24-hour contact telephone number(s) of a person knowledgeable about the shipment must be provided at the time of booking and on the AWB as well as in the SLA or SOP. This is to enable contacting the appropriate person in the event of a significant delay or disruption to the shipment that may impact on the viability of the contents of the shipment.

- **Name of Label:** Time and Temperature Sensitive for Healthcare Products
- **Colour:** Blue printing on white (or suitably contrasting) background
- **Size:** 10 cm × 10 cm (4 × 4 in) are minimum dimensions, except when the packages are of such dimensions that they can only bear smaller labels. These labels must not be smaller than 5 cm × 5 cm (2 × 2 in).
- **Variation:** The label should be either pre-printed, in adhesive or “tie-on” format
- **Language:** This text should be in English, unless otherwise required by the state of origin. In such cases, an English translation should also be provided with both languages given equal prominence.
- **Durability:** The material of every label, the printing and any adhesive thereon, should be sufficiently durable to withstand normal transport conditions including open weather exposure without a substantial reduction in effectiveness.

#### Notes

1. Minor variations in the design of the symbols or other differences such as the width of the vertical lines on labels as shown in the regulations, which do not affect the obvious meaning of the label, are acceptable
2. The temperature indicated on the lower half of the label may be accompanied by the following text “Transportation temperature +X°C to +Y°C” to clarify that the temperature range relates to the external transportation temperature range of the shipment.
3. The following color specifications are provided to ensure consistency with the design Triangle PMS199 CMYK: M100 Y62 RGB: R240 G008 B071 Text and Thermometer PMS541 + 40% Black CMYK: C100 M50 K65 RGB: R000 G048 B091 Hatch PMS300 @ 80% CMYK: C80 M28 RGB: R003 G143 B215 Stopwatch and Double Arrow PMS300 @ 15% CMYK: C35 M5 RGB: R166 G215 B245
4. If a single tint of the color blue is used, the recommended color specifications for the design are: PMS300 blue (PMS541 being discarded for the Text and Thermometer and replaced by PMS300) and PMS199 red for the Triangle.



For articles requiring special care in handling, a “Fragile” label shall be affixed on all sides

- **Name of Label:** Fragile
- **Colour:** Red with white symbol and printing
- **Minimum dimensions:** 74 x 105 mm
- **Language:** Carrier's name only (optional) and the word “Fragile” in not more than two languages.



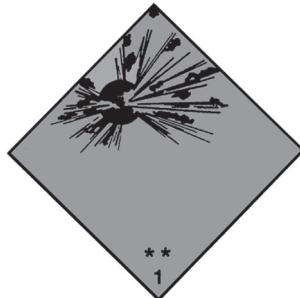
- **Name of Label:** Perishable
- **Colour:** White with blue symbols and white printing
- **Minimum dimensions:** 74 x 105 mm
- **Language:** Carrier's name only (optional).

## 2.3. Acceptance of Goods

### C. Hazard Labels for Packages Containing Dangerous Goods

As described in 3.rule 2.3.3.A.3., the shipper shall affix the proper label (adjacent to the shipper's or consignee's address) to each package containing dangerous goods.

#### Class 1 - Explosives



\*\* Place for Division and Compatibility Group

- **Name of Label:** Explosive (Divisions 1.1, 1.2 and 1.3)
- **Cargo IMP Code:** REX, RCX, RGX, as applicable
- **Colour:** Orange with black printing
- **Minimum dimensions:** 100 x 100 mm



\*\*\* Place for Compatibility Group

- **Name of Label:** Explosive (Division 1.4)
- **Cargo IMP Code:** RXB, RCX, RXD, RXE, RXG, RXS as applicable
- **Colour:** Orange with black printing
- **Minimum dimensions:** 100 x 100 mm



\*\*\* Place for Compatibility Group

- **Name of Label:** Explosive (Division 1.5)
- **Cargo IMP Code:** REX
- **Colour:** Orange with black printing
- **Minimum dimensions:** 100 x 100 mm



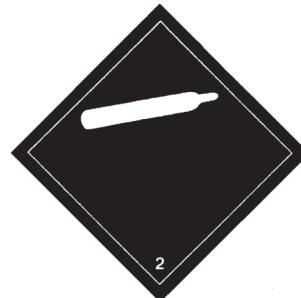
\*\* Place for Compatibility Group

- **Name of Label:** Explosive (Division 1.6)
- **Cargo IMP Code:** REX
- **Colour:** Orange with black printing
- **Minimum dimensions:** 100 x 100 mm

#### Class 2 - Gas



- **Name of Label:** Flammable Gas (Division 2.1)
- **Cargo IMP Code:** RFG
- **Colour:** Red with white printing (or red with black printing)
- **Minimum dimensions:** 100 x 100 mm



- **Name of Label:** Non flammable, non-toxic Gas (Division 2.2)
- **Cargo IMP Code:** RNG or RCL for Cryogenic liquids subject to Packing Instruction 202 as applicable.
- **Colour:** Green with white printing (or green with black printing)
- **Minimum dimensions:** 100 x 100 mm



- **Name of Label:** Toxic Gas (Division 2.3)
- **Cargo IMP Code:** RPG
- **Colour:** White with black printing
- **Minimum dimensions:** 100 x 100 mm

#### Class 3 - Flammable liquids



- **Name of Label:** Flammable Liquid
- **Cargo IMP Code:** RFL
- **Colour:** Red with white printing (or red with black printing)
- **Minimum dimensions:** 100 x 100 mm

#### Class 4 - Flammable solids, Substances liable to spontaneous combustion, Substances which, in contact with water, emit flammable gases



- **Name of Label:** Flammable Solid (Division 4.1)
- **Cargo IMP Code:** RFS
- **Colour:** Red and white with black printing
- **Minimum dimensions:** 100 x 100 mm

## 2.3. Acceptance of Goods



- Name of Label:** Spontaneously Combustible (Division 4.2)
- Cargo IMP Code:** RSC
- Colour:** Red and white with black printing
- Minimum dimensions:** 100 x 100 mm



- Name of Label:** Dangerous when wet (Division 4.3)
- Cargo IMP Code:** RFW
- Colour:** Blue with white printing (or blue with black printing)
- Minimum dimensions:** 100 x 100 mm

### Class 5 - Oxidizing substances and Organic Peroxides



- Name of Label:** Oxidizer (Division 5.1)
- Cargo IMP Code:** ROX
- Colour:** Yellow with black printing
- Minimum dimensions:** 100 x 100 mm

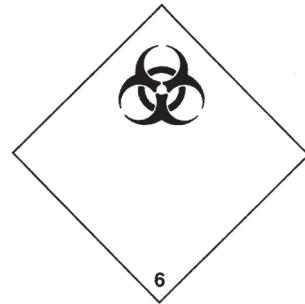


- Name of Label:** Organic Peroxides (Division 5.2)
- Cargo IMP Code:** ROP
- Colour:** Upper half red, lower half yellow, black or white flame
- Minimum dimensions:** 100 x 100 mm

### Class 6 - Toxic (poisonous) and infectious substances



- Name of Label:** Toxic Substance (Division 6.1)
- Cargo IMP Code:** RPB
- Colour:** White with black printing
- Minimum dimensions:** 100 x 100 mm



- Name of Label:** Infectious Substance (Division 6.2)
- Cargo IMP Code:** RIS
- Colour:** White with black printing
- Minimum dimensions:** 100 x 100 mm
- May be 50 x 50 mm for small packages

### Class 7 - Radioactive materials



- Name of Label:** Radioactive - Category I
- Cargo IMP Code:** RRW
- Colour:** White with black printing; category number printed in red
- Minimum dimensions:** 100 x 100 mm



- Name of Label:** Radioactive - Category II
- Cargo IMP Code:** RRY
- Colour:** Yellow (upper) and white (lower) with black printing; category number printed in red
- Minimum dimensions:** 100 x 100 mm



- Name of Label:** Radioactive - Category III
- Cargo IMP Code:** RRY
- Colour:** Yellow (upper) and white (lower) with black printing; category number printed in red
- Minimum dimensions:** 100 x 100 mm

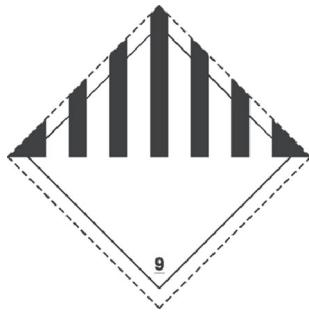
## 2.3. Acceptance of Goods

### Class 8 - Corrosives



- **Name of Label:** Corrosive
- **Cargo IMP Code:** RCM
- **Colour:** White with black printing
- **Minimum dimensions:** 100 x 100 mm

### Class 9 - Miscellaneous dangerous goods



- **Name of Label:** Miscellaneous
- **Cargo IMP Code:** RMD or ICE, RSB (polymeric beads and plastics moulding compound subject to Packing Instruction 957), as applicable
- **Colour:** White with black printing
- **Minimum dimensions:** 100 x 100 mm

**Note:**

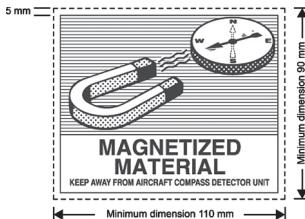
For packages containing lithium batteries prepared in accordance with Section IA or IB of PI 965 and Section IA or IB of PI 968 and Section I of PI 966, PI 967, PI 969 and PI 970 the lithium battery Class 9 label must be used, except that the Class 9 label shown above may continue to be used until 31 December 2018.



- **Name of Label:** Lithium battery
- **Cargo IMP Code:** RLI, RLM
- **Symbol:** (seven vertical black stripes in upper half; battery group, one broken and emitting flame in lower half): black
- **Colour:** Background white
- **Minimum dimensions:** 100 x 100 mm

### D. Handling Labels and Marks for Packages Containing Dangerous Goods

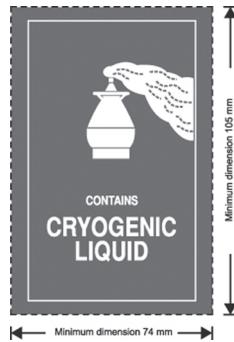
#### 1. Handling labels for Dangerous Goods



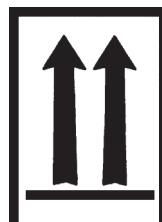
- **Name of Label:** Magnetized material
- **Colour:** Blue printed label
- **Minimum dimensions:** 90 x 110 mm



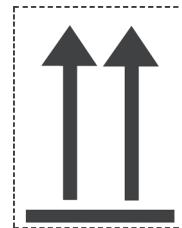
- **Name of Label:** Cargo Aircraft only
- **Colour:** Orange with black printing
- **Minimum dimensions:** 120 x 110 mm
- For small packages of infectious substances (Class 6, Division 6.2) dimensions may be halved.



- **Name of Label:** Cryogenic liquid
- **Colour:** Green with white printing
- **Minimum dimensions:** 74 x 105 mm



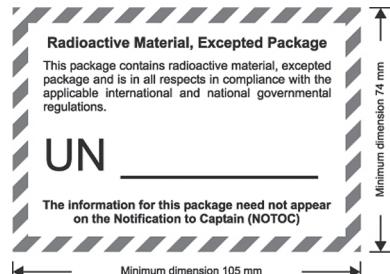
- **Name of Label:** Package Orientation (This Way Up)
- **Colour:** Red or black on a contrasting background
- **Minimum dimensions:** 74 x 105 mm



- **Name of Label:** Package Orientation (This Way Up) - (Alternate design)
- **Colour:** Red or black on a contrasting background
- **Minimum dimensions:** 74 x 105 mm



- **Name of Label:** Keep Away From Heat
- **Colour:** Red and black on white background
- **Minimum dimensions:** 74 x 105 mm



- **Name of Label:** Radioactive Material - Excepted Package
- **Colour:** The border of the label must have red diagonal hatchings (Pantone Colour No. 186U). The label may be printed in black and red on white paper or it may be printed in red only on white paper
- **Minimum dimensions:** 74 x 105 mm
- **Cargo IMP Code:** RRE

## 2.3. Acceptance of Goods

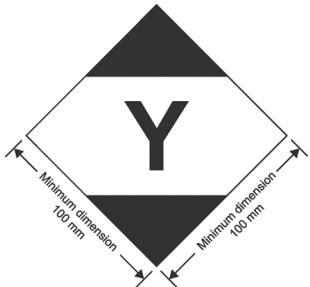


- Name of Label:** Lithium Battery Label
- Colour:** The border of the label must have red diagonal hatchings. Text and symbols black on a contrasting background.
- Minimum dimensions:** 120 x 110 mm  
Where the packages are of such dimensions that they can only bear smaller labels the label dimensions may be 74 mm x 105 mm
- Cargo IMP Code:** ELI/RLI or ELM/RLM as applicable

**Note:**

Packages containing lithium batteries prepared in accordance with Section IB of PI 965 and Section IB of PI 968 and Section II of PI 965 to PI 970 must bear the lithium battery mark as shown in Figure 7.1.C, except that the lithium battery handling label shown above may continue to be used until 31 December 2018.

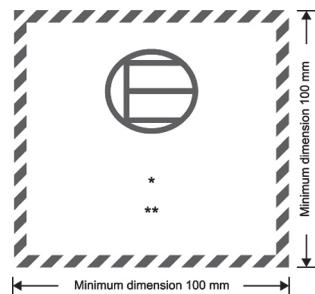
### 2. Marks for Dangerous Goods



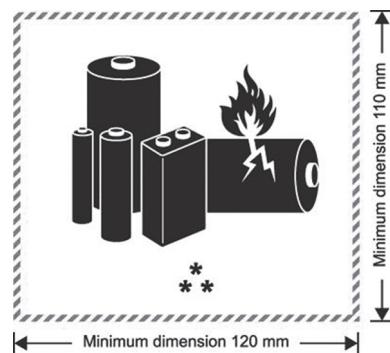
- Name of Label:** Limited Quantity
- Colour:** Top and bottom portions and line must be black, centre area white or suitable contrasting background.
- Minimum dimensions:** 100 x 100 mm  
If the package(s) are of such dimensions that they can only bear a smaller mark the dimensions may be reduced to not less than 50 mm x 50 mm provided the marking remains clearly visible.
- Minimum width of line forming the diamond:** 2 mm
- Symbol:** The symbol "Y" must be placed in the centre of the mark and must be clearly visible.



- Name of Label:** Environmentally Hazardous
- Minimum dimensions:** 100 mm x 100 mm
- Colour:** Symbol (fish and tree) black. Background white or suitable contrasting background.



- Name of Label:** Excepted Quantity
- Minimum Dimensions:** 100 mm x 100 mm
- Colour:** Hatching and symbol of the same colour, black or red, on white or suitable contrasting background.
  - The Class or, when assigned, the Division number(s) must be shown in this location.
- Note:** The name of the shipper or of the consignee must be shown in this location if not shown elsewhere on the package.



Packages containing lithium cells or batteries prepared in accordance with Section II of Packing Instructions 965 to 970 and Section IB of Packing Instructions 965 and 968 must be marked as with the lithium battery mark.

**Note:**

Figure 7.4.H and the provisions for the lithium battery handling label as set out in 7.2.4.7 may continue to be used until 31 December 2018.

The mark must indicate:

- the appropriate UN number preceded by the letters "UN" as follows:
  - "UN 3090" for lithium metal cells or batteries;
  - "UN 3480" for lithium ion cells or batteries;
  - "UN 3091" for lithium metal cells or batteries contained in, or packed with, equipment; or
  - "UN 3481" for lithium ion cells or batteries contained in, or packed with, equipment.
- a telephone number.
  - \* Place for UN number(s)
  - \*\* Place for telephone number for additional information

## 2.4. Advance Arrangements

(For carrier deviating/additional rules see section 8.3.)

### 2.4.1. General

Carriers do not accept for interline transportation the following types of consignments unless and until advance arrangements have been made:

- a. consignments requiring special care or attention in transit.
- b. consignments having a declared value in excess of USD 100,000, or its equivalent:
- c. consignments consisting of or including, but not limited to
  - pieces of unusual shape or size
  - live animals
  - perishables
  - dangerous goods
  - human remains other than ashes.

## 2.5. Cargo Attendants

*(For carrier deviating/additional rules see section 8.3.)*

### 2.5.1. General

1. Provided that advance arrangements are made, a carrier will transport attendants accompanying an air cargo consignment on an all cargo aircraft or in the cargo compartment of a mixed aircraft.
2. The rules governing the transportation of an attendant are in all respects the same as those for any other passenger.

### 2.5.2. Fares

Normal rules are applicable.

## 2.6. Shipper's Right of Disposition

(For carrier deviating/additional rules see section 8.3.)

The purpose of this section is to group information and rules to follow in circumstances occurring after acceptance of a consignment for carriage and execution of the Air Waybill.

### 2.6.1. General

1. The shipper may request any amendment or addition to the AWB, except that he may not change the declared value for carriage and the amount of insurance after dispatch of the consignment from the airport of departure shown on the AWB.  
Changes from Charges Prepaid to Charges Collect or vice versa and of disbursement amounts may be permitted prior to delivery of the consignment to the consignee or his agent only. In all instances the following paragraphs must be adhered to.
2. The shipper shall submit his request in writing guaranteeing payment of all charges resulting from it.
3. Where the shipper uses his right of disposition by:
  - withdrawing the consignment at the airport of departure or of destination,
  - stopping the consignment at any stopping place,
  - requiring delivery of the consignment to a person other than the consignee named on the AWB,
  - requiring return of the consignment to the airport of departure, he shall also present his original of the AWB and the carrier shall accept such request to the extent that consignee:
    - has not taken possession or requested delivery of the AWB or
    - has refused to take delivery.
4. The right of disposition must not be exercised in such a way that it prejudices carrier or other shippers. If in the opinion of carrier it is not practicable to carry out the instructions of the shipper, he shall so inform him.
5. *Payment of expenses*  
The shipper shall be liable for and shall indemnify carrier for all loss or damage suffered or incurred by carrier as a result of the exercise of his right of disposition. The shipper shall reimburse carrier for any expenses occasioned by the exercise of his right of disposition.
6. *Extent of shipper's right*  
The shipper's right of disposition shall cease at the moment when, after arrival of the cargo at the destination the consignee takes possession or requests delivery of the cargo or Air Waybill, or otherwise shows his acceptance of the cargo. Nevertheless, if the consignee declines to accept the Air Waybill or the cargo, or if he cannot be communicated with, such right of disposition shall continue to vest in the shipper.

### 2.6.2. Transportation Charges

1. When compliance with the request of the shipper involves a change in routing the charges shall be adjusted in accordance with the applicable rate(s).
2. In case of immediate reforwarding by air, the total charge shall not be less than the through charge from the first airport of origin to the new airport of destination.
3. The term "immediate" above should be understood as meaning a total transportation time equivalent or close to the direct transportation time.

### 2.6.3. Completion of AWB

1. *Amendment of existing AWB*
  - a. Any amendment or addition to the information entered on the AWB by the carrier subsequent to the initial issue must be made on all remaining copies of the AWB.
  - b. The carrier making such amendment or addition must identify himself by inserting his IATA Carrier code and the IATA 3-letter Airport or City code of the place where such amendment or addition is made as close as possible to the amended or added item, without obliterating any other detail.
2. *Issuance of new AWB*
  - a. When a consignment is returned to the shipper because of non-delivery, a new AWB must be issued for the returning carriage and must have the original AWB number inserted in the "Accounting Information" box.
  - b. All charges which should have been, but were not, collected from the original consignee must be specified in the applicable boxes on the returning AWB as "Charges Collect".

## 2.7. Delivery

(For carrier deviating/additional rules see section 8.3.)

### 2.7.1. Notice of Arrival

Notice of arrival of the shipment will, in the absence of other instructions, be sent to the consignee and any other person whom carrier has agreed to notify as evidenced in the Air Waybill or shipment record; such notice will be sent by ordinary methods. Carrier is not liable for non-receipt or delay in receipt of such notice.

### 2.7.2. Delivery of Shipment

Except as otherwise specifically provided in the Air Waybill or shipment record, delivery of the shipment will be made only to the consignee named therein, or his agent.

Delivery to the consignee shall be deemed to have been effected:

- a. when carrier has delivered to the consignee or his agent any authorisation from carrier required to enable the consignee to obtain release of the shipment; and
- b. when the shipment has been delivered to customs or other government authorities as required by applicable law or customs regulation.

### 2.7.3. Delivery of ULD as Part of Shipment

When a ULD is delivered as part of a shipper-built unit, the ULD has to be accepted and received by the person collecting the shipment. By signing for the unit, the person accepts that the ULD has been collected and that it is, by default, in good condition. It is the responsibility of the person collecting the unit (Receiving Party) to check the ULD for any damage, to bring this damage to the attention of the person handing over the shipment (Transferring Party) and to ensure that the damage is noted on the receipt for the ULD so that there shall be no claim against the person collecting the shipment for damage to the ULD.

It must be noted that the action of signing for receipt of the shipment with its ULD implies that responsibility for the ULD (and any accessories such as tie-down straps) passes to the person / company receiving the shipment. As such the owner of the ULD can claim for, amongst others:

- compensation for loss of the ULD and / or its accessories
- damage to the ULD and / or its accessories
- demurrage charges if the ULD is held for an excessive period of time
- tracking and retrieval charges / costs related to finding and returning the ULD to the ULD owner's network

Each ULD owner has different procedures and policies regarding their ULD management, so the above points serve as an indication of what is involved when receiving a ULD.

### 2.7.4. Place of Delivery

Except as provided in rule 2.9.3. the consignee must accept delivery of and collect the consignment at the airport of destination or the respective facility as designated by the carrier.

## 2.8. Undelivered Consignments

(For carrier deviating/additional rules see section 8.3.)

### 2.8.1. Failure of Consignee to Take Delivery

1. Subject to the provisions in rule 2.8.2. hereof, if the consignee refuses or fails to take delivery of the shipment after its arrival at the airport of destination, carrier will endeavour to comply with any instructions of the shipper set forth on the face of the Air Waybill, or in the shipment record. If such instructions are not set forth, or cannot reasonably be complied with, carrier shall notify the shipper of the consignee's failure to take delivery and request his instructions.

If no such instructions are received within thirty (30) days, carrier may sell the shipment in one or more lots at public or private sale, or destroy or abandon such shipment.

2. The shipper is liable for all charges and expenses resulting from or in connection with the failure to take delivery of the shipment, including, but not limited to, carriage charges incurred in returning the shipment if so required by the shipper's instructions.

If the shipment is returned to the airport of departure and the shipper refuses or neglects to make such payments within fifteen (15) days after such return, carrier may dispose of the shipment or any part thereof at public or private sale after giving the shipper ten (10) days notice of its intention to do so.

### 2.8.2. Disposal of Perishables

1. When a shipment containing perishable articles as defined in carrier's regulations is delayed in the possession of carrier, is unclaimed or refused at place of delivery, or for other reasons is threatened with deterioration, carrier may immediately take such steps as it sees fit for the protection of itself and other parties in interest, including but not limited to the destruction or abandonment of all or any part of the shipment, the sending of communications for instructions at the cost of the shipper, the storage of the shipment or any part thereof at the risk and cost of the shipper, or the disposition of the shipment or any part thereof at public or private sale without notice.
2. In the event of the sale of the shipment as provided for above, either at the place of destination or at the place to which the shipment has been returned, carrier is authorised to pay to itself and other transportation services out of the proceeds of such sale all charges, advances, and expenses of carrier and other transportation services plus costs of sale, holding any surplus subject to the order of the shipper. A sale of any shipment shall, however, not discharge the shipper and/or owner of any liability hereunder to pay any deficiencies.

## **2.9. Pick-Up and Delivery Services**

*(For carrier deviating/additional rules see section 8.3.)*

### **2.9.1. Shipments**

Shipments are accepted for carriage from their receipt at carrier's cargo terminal or airport office at the place of departure to the airport at the place of destination.

### **2.9.2. Availability of Service**

Pick-up service and delivery service will be available at the points, to the extent and subject to the rates and charges established for such services in accordance with the applicable regulations of carrier.

### **2.9.3. Request for Service**

Pick-up service, if available, will be provided when requested by the shipper. Except when otherwise provided by carrier's tariffs, delivery service may be provided unless contrary instructions are given by the shipper or by the consignee. Such contrary instructions must be received by carrier prior to removal of the shipment from carrier's airport terminal at destination.

### **2.9.4. Shipments for Which Service is Unavailable**

Pick-up service and delivery service will not be provided by carrier without special arrangement for any shipment which, in the opinion of carrier, because of its volume, nature, value or weight is impractical for carrier to handle in normal course.

## 2.10. Shipments in Course of Carriage

### 2.10.1. Compliance with Government Requirements

1. The shipper shall comply with all applicable laws, customs and other government regulations of any country to, from, through or over which the cargo may be carried, including those relating to the packing, carriage or delivery of the cargo, and shall, together with the shipment, furnish such information and deliver such documents as may be necessary to comply with such laws and regulations. Carrier shall not be obliged to inquire into the correctness or sufficiency of such information or documents. Carrier shall not be liable to the shipper or any other person for loss or expense due to shipper's failure to comply with this provision.

The shipper shall be liable to carrier for any damage occasioned by the failure of the shipper to comply with this provision.

2. Carrier shall not be liable for refusing to carry any shipment if carrier reasonably determines in good faith that such refusal is required by any applicable law, government regulation, demand, order or requirement.

### 2.10.2. Disbursements and Customs Formalities

Carrier is authorised (but shall be under no obligation) to advance any duties, taxes or charges and to make any disbursements with respect to the cargo and the shipper and consignee shall be jointly and severally liable for the reimbursement thereof. No carrier shall be under obligation to incur any expense or make any advance in connection with the forwarding or reforwarding of the cargo except against prepayment by the shipper. If it is necessary to make customs entry of the cargo at any stopping place, and no customs clearance agent has been named on the face of the Air Waybill or in the shipment record, the cargo shall be deemed to be consigned to the carrier carrying the cargo to such place. For any such purpose a copy of the Air Waybill, or of the shipment record, certified by carrier, shall be deemed original.

### 2.10.3. Schedules, Routings and Cancellations

1. Times shown in carrier's timetables or elsewhere are approximate and not guaranteed and form no part of the contract of carriage. No time is fixed for the commencement or completion of carriage or delivery of cargo.

Unless specifically agreed otherwise and so indicated in the air waybill or shipment record, carrier undertakes to carry the cargo with reasonable despatch but assumes no obligation to carry the cargo by any specified aircraft or over any particular route or routes, or to make connections at any point according to any particular schedule. Carrier is hereby authorized to select or deviate from the route or routes of the shipment, notwithstanding that the same may be stated on the face of the Air Waybill or in the shipment record. Carrier is not responsible for errors or omissions either in timetables or other representations of schedules. No employee, agent or representative of carrier is authorized to bind carrier by any statements or representations of the dates or times of departure or arrival, or of operation of any flight.

2. Carrier is authorised to carry the consignment without notice wholly or partly by any other means of surface transportation or to arrange such carriage.

3. Carrier reserves the right without notice, to cancel, terminate, divert, postpone, delay or advance any flight, or further carriage of any cargo, or to proceed with any flight without all or any part of the cargo, if it considers that it would be advisable to do so because of any fact beyond its control or not reasonably to be foreseen, anticipated, or predicted at the same time the cargo was accepted; or if it considers that any other circumstances so require.

4. In the event any flight is cancelled, diverted, postponed, delayed or advanced or is terminated at a place other than the place of destination or in the event the carriage of any shipment is so cancelled, diverted, postponed, delayed, advanced or terminated, carrier shall not be under any liability with respect thereto. In the event the carriage of the shipment or any part thereof is so terminated, delivery thereof by carrier to any transfer agent for transfer or delivery or the placing of such shipment in storage shall be deemed complete delivery under the contract of carriage, and carrier shall be without any further liability with respect thereto, except to give notice of the disposition of the shipment to the shipper or to the consignee, at the address stated in the Air Waybill or shipment record. Carrier may, but shall not be obligated to, forward the shipment for carriage by any other route or forward the shipment as agent for the shipper or the consignee, for onward carriage by any transportation service on behalf of the shipper or the consignee. The cost of doing so attaches to the cargo.

5. Subject to applicable laws, regulations and orders, carrier is authorised to determine the priority of carriage as between shipments, and as between cargo and mail or passengers. Carrier may likewise decide to remove any articles from a shipment, at any time or place whatsoever, and to proceed with the flight without them. If as a result of determining such priority, cargo is not carried or carriage thereof is postponed or delayed or if any articles are removed from a shipment, carrier will not be liable to shipper or consignee or to any other party for any consequences therefor.

### 2.10.4. Certain Rights of Carrier Over Shipment in Course of Carriage

If in the opinion of carrier it is necessary to hold the shipment at any place for any reasonable purpose, either before, during or after carriage, carrier may, upon giving notice thereof to the shipper store the shipment for the account and at the risk and expense of the shipper, in any warehouse or other available place, or with the customs authorities; or carrier may deliver the shipment to another transportation service for onward carriage to the consignee. The shipper shall indemnify carrier against any expense or risk so incurred.

## 2.11. Security

### AIR CARGO AND SUPPLY CHAIN SECURITY

Supply chain security is an increasingly important and complex element in air cargo operations and workflows as governments and organizations pursue a network and layered approach to security regulations, program requirements and technologies. Below is an overview of the primary international instruments and compulsory and voluntary supply chain security programs that are relevant to international air cargo operations.

#### *International instruments relating to air cargo security*

##### **ICAO Annex 17 and the Known Consignor and Regulated Agent systems**

The International Civil Aviation Organization (ICAO) is one of two primary international organizations that provide standards, recommended practices and guidance material for countries and states in the field of air cargo security (the other primary organization in this field is the World Customs Organization, see below). The ICAO Standards and Recommended Practices related to air cargo security are contained in Annex 17 to the Chicago Convention on International Civil Aviation.

Guidance Material to the ICAO Annex 17 includes the concepts of regulated agent, known consignor and account consignor, created to enable the development of supply chain solutions that are secure but also efficient. The regulated agent, known consignor and account consignor systems facilitate the application of security screening and controls upstream in the air cargo supply chain by entities approved by appropriate national authorities or, in the case of account consignors, by regulated agents.

A known consignor is a shipper who has been approved by an appropriate authority, originates cargo and mail on its own account and whose cargo can be loaded on board of passengers aircraft.

An account consignor is a shipper who originates cargo and mail on its own account, has been approved by its regulated agent or aircraft operators and whose cargo can be loaded on board of all-cargo and all-mail aircraft only.

A regulated agent is a freight forwarder, a screening technology provider, a ground handler or a carrier that provides security controls accepted or required by the appropriate authority in respect of cargo or mail.

Annex 17 includes the concept of the consignment security declaration (CSD). This document, which is issued by the party that secures the consignment, such as a known consignor, a regulated agent or an aircraft operator, reports the security status (SPX, SCO or SHR) of the cargo and mail and displays other important security information that can be electronically transmitted to each party involved in the secure supply chain.

##### **Consignment Security Declaration (CSD) and its electronic version (e-CSD)**

The consignment (cargo and mail) security declaration and its electronic version (e-CSD) provide industry and regulators with an audit trail of security information of a typical supply chain movement. This highlights who secured what consignment, how and when, and ensures that security measures have been applied through a harmonized mechanism and a standard template.

The consignment security declaration accommodates the following data elements:

1. Identifies who has taken responsibility to secure the cargo and who has maintained its integrity until it is loaded onto the aircraft (e.g. unique identification of the regulated agents as party accountable for accepting and securing the cargo).
2. Provides information on the content of the consignment such as the unique consignment identification, the cargo description and security status. (e.g. can be loaded on (i) passenger aircraft or (ii) all-cargo aircraft only).
3. Identifies the reasons why the security status was issued (e.g. known cargo coming from a known consignor) and the means of screening deployed to secure that cargo (e.g. x-ray equipment, or hand search).
4. Identifies the name of the person acting for the regulated agent who issued the security status, or an equivalent identification including the date and time of the security status issuance.
5. Provides room for specific country emergency textual statements that secure operators have to comply with.

The standard consignment security declaration can be applied for direct and consolidation shipments and can be administered by all types of regulated agents (at house and master air waybill) and airlines.

It can be used in all countries with a recognized cargo security program in place.

The CSD has been adopted at the IATA Cargo Services Conference (CSC) as part of Resolution 651 and ICAO approved the consignment security declaration layout that is part of the ICAO Guidance Material Chapter 13.

The CSD layout has been published by ICAO in English, French, Arabic, Russian, Chinese and Spanish.

An example of the standard consignment security declaration is shown at the end of this section.

##### **WCO SAFE and the Revised Kyoto Convention**

The World Customs Organization (WCO) is also an international organization providing standards and recommended practices to enhance the security of the international supply chain. The WCO's SAFE Framework of Standards to Secure and Facilitate Global Trade contains standards for delivering international supply chain security through Customs-to-Customs, Customs-to-other agencies and Customs-to-Business pillars. Approximately one hundred and seventy countries have signed up to implement the WCO's SAFE Framework of Standards.

There are four core elements to SAFE: 1) harmonization of advance electronic cargo information requirements on inbound, outbound and transit shipments; 2) employment of a consistent risk management approach to address security threats; 3) outbound inspection of high-risk cargo and/or transport conveyances at the request of Customs in receiving nations, preferably using non-intrusive detection equipment such as large-scale x-ray machines and radiation detectors; and 4) definition of benefits that Customs should provide to businesses that meet minimal supply chain security standards and best practices through Authorised Economic Operator programs.

The SAFE Framework is considered by the WCO to be a minimum set of standards for supply chain security. However, it is recognized that it is unreasonable to expect every Customs administration will be able to implement SAFE immediately and that it will be implemented at various stages in accordance with each Customs administration's capacity and the necessary legislative authority.

The WCO Council adopted the revised Kyoto Convention (International Convention on the Simplification and Harmonization of Customs procedures) as the global blueprint for modern and efficient Customs procedures. The Convention promotes trade facilitation and controls through legal provisions and includes rules that are legally binding on contracting parties. The key principles of the Convention are:

- transparency and predictability of Customs actions
- standardization and simplification of the goods declaration and supporting documents
- simplified procedures for authorized persons
- maximum use of information technology
- minimum necessary Customs control to ensure compliance with regulations
- use of risk management and audit-based controls
- coordinated interventions with other border agencies
- partnership with the trade

## 2.12. Emissions Measurement

### CO<sub>2</sub> Emissions Measurement

Recommended Practice 1678

#### Introduction

Recommended Practice 1678 was developed in response to a growing interest from shippers to receive CO<sub>2</sub> information from their transportation providers. With multiple measurement methodologies available, there is a need and value to have one, consistent international standard to measure CO<sub>2</sub> emissions generated by air cargo in order to support requirements from regulators and shippers.

Because actual routing (i.e. distance and conveyance) is unknown at booking time, the predictive calculation methodology is not recommended, as the extent of uncertainties gives rise to unsatisfactory accuracy of results.

It is recommended that where Members wish to measure the CO<sub>2</sub> emissions of their air cargo services, the following principles and methodology shall be used.

#### Scope of the Recommended Practice

- This Recommended Practice defines a standard methodology for airlines and any third party to measure the CO<sub>2</sub> emissions generated by air cargo at shipment level covered by a single Master Air Waybill (MAWB).
- The CO<sub>2</sub> emissions are calculated from the fuel consumption linked to the vehicle operational processes (for aircrafts, it includes processes such as airborne, taxiing, turnaround, auxiliary power usage - as defined in IATA's Fuel Measurement Protocol).
- The upstream emissions are not included. Note: the calculation of upstream emissions might be required by local regulations. In such cases, airlines have to follow the associated guidelines and multiply the CO<sub>2</sub> emissions by a given factor.
- The handling processes (such as cargo storage in the warehouse, handling devices and vehicles, loading and offloading activities) are not included.
- The administrative processes or overhead (such as operation of buildings, staff commuting, IT infrastructure) are not included.
- The non CO<sub>2</sub> emissions are not included.
- The implementation of this Recommended Practice demonstrates the willingness of IATA Members to introduce a harmonized and agreed industry-wide solution to address and comply with the challenges of air cargo carbon footprint measurement and reporting.

#### General Principles

##### Allocation

All the CO<sub>2</sub> emissions generated by a commercial flight shall be allocated to revenue load (passengers, cargo and mail).

All CO<sub>2</sub> emissions from full freighter operations are allocated to revenue load (cargo and mail).

In order to align with existing methodologies, the use of the incremental approach (marginal accounting) is not recommended for belly cargo.

For belly cargo, in order to provide an equitable split of CO<sub>2</sub> emissions between passengers and cargo and to achieve alignment and harmonization within the industry, airlines shall use the same principles developed in IATA's Carbon Emissions Calculator Methodology supporting passenger carbon offsetting programs. This takes into account the infrastructure associated with passenger use (for example the weight of seats).

##### Data

It is recommended that airlines use their own historical data (fuel burn, payload distance flown) to measure the CO<sub>2</sub> emissions of their operating flights.

Considering that using actual data for each individual flight on which a shipment is transported would be misleading for the shippers, it is recommended that airlines calculate averages based on their historical data. The minimum acceptable time range for averages' calculation is the previous calendar year (as per IATA's Fuel Measurement Protocol) but airlines may want to choose equivalent or shorter time ranges (such as previous fiscal year, last twelve months, last six months, etc.).

Any third-party (interline partners, code-share partners, customers, etc.) will use operating airline's data if available or data available in the public domain.

##### Note:

the data available in the public domain may be out dated.

#### Methodology

The three-step approach described hereafter shall be followed:

- Step 1: identify the different legs comprising the complete transportation service
- Step 2: calculate the CO<sub>2</sub> emissions for each leg
- Step 3: sum the results for all legs

#### Step 1: identification of the different legs of the transportation service

When measuring the CO<sub>2</sub> emissions at shipment level, the scope that shall be taken into account is the transportation service from Origin to Destination as per the MAWB.

The contracted transportation service may include several segments which can be:

- Air segment operated by the airline
- Air segment operated by another airline (interline, codeshare)
- Road segment (known as "Road Feeder Service")
- Waterborne segment
- Rail segment

#### Step 2: calculation of CO<sub>2</sub> emissions for each leg

- Calculation of CO<sub>2</sub> emissions at shipment level will be performed after the transportation service has occurred, as the routing is definitively known.
- For non-air segments, it is recommended to use the recognized methodologies.
- For air segments, two options are recommended for the calculation of the CO<sub>2</sub> emissions allocated to a shipment. These two options are equally valid.

##### Option 1 - Leg-based

*Shipment weight (t) \* Leg-based emission factor (kgCO<sub>2</sub>/t)*

Where

*Shipment weight (t)* is the mass of the cargo carried as per the MAWB. It includes the weight of any packaging provided by the shipper, but excludes the tare weight of aircraft Unit Load Device (ULD).

*Leg-based emission factor (kgCO<sub>2</sub>/t)* is the average CO<sub>2</sub> emissions generated by the transportation of one tonne of cargo on a given city-pair.

For each defined city-pair, the leg-based emission factor is calculated as follows:

$$\frac{\text{Average total fuel burn for legx (t)} * 1000}{\text{Average total payload for legx (t)}} * 3.15 = \text{Legx emission factor (kgCO}_2\text{/t)}$$

The calculation of average total fuel burn will be done in accordance with IATA's Fuel Measurement Protocol (see Attachment A).

3.15 is the internationally-recognized constant representing the number of tonnes of CO<sub>2</sub> produced by burning a tonne of aviation fuel.

For belly cargo, the calculation of average total payload will be done in accordance with IATA's Carbon Emissions Calculator Methodology developed for passenger carbon offsetting programs (see Attachment B).

For full freighter, the calculation of average total payload will be done as follow:

Total payload (t) = total cargo weight (t) + total mail weight (t).

##### Option 2 – Network-based

*Shipment weight (t) \* Distance (km) \* Network-based emission factor (kgCO<sub>2</sub>/tkm)*

Where

*Shipment weight (t)* is the mass of the cargo carried as per the MAWB. It includes the weight of any packaging provided by the shipper, but excludes the tare weight of aircraft Unit Load Device (ULD).

*Distance (km)* is the Great Circle Distance (GCD).

## 2.12. Emissions Measurement

As per IATA's Fuel Measurement Protocol, GCD is the IATA recommended practice to be used for all aerodrome to aerodrome distance calculations. However, it does not exclude the usage of other existing and established methods (e.g. in case of mandatory reporting requirements like an Emissions Trading Scheme describing GCD+ fixed maneuvering term). In case an alternative method to GCD is used, the airline shall disclose the method in the reporting.

*Network-based emission factor (kgCO<sub>2</sub>/tkm)* is the average CO<sub>2</sub> emissions generated by the transportation of one tonne of cargo per kilometer for a defined network.

Examples of network emission factors: by airline (whole fleet), for domestic/regional/international flights, for wide/narrow-body aircraft, by operated aircraft, etc.

For each defined network, the network-based emission factor is calculated as follow:

[See Recommended Practice 1678 for formula](#)

The calculation of average total fuel burn will be done in accordance with IATA's Fuel Measurement Protocol (see Attachment A).

3.15 is the internationally-recognized constant representing the number of tonnes of CO<sub>2</sub> produced by burning a tonne of aviation fuel.

The calculation of the distance flown will be done in accordance with IATA's Fuel Measurement Protocol.

For belly cargo, the calculation of average total payload will be done in accordance with IATA's Carbon Emissions Calculator Methodology developed for passenger carbon offsetting programs (see Attachment B).

For full freighter, the calculation of average total payload will be done as follow:

Total payload (t) = total cargo weight (t) + total mail weight (t).

When historical data do not exist (new route or new aircraft for instance), the airline will use equivalent data (similar city-pair or aircraft for instance) or airline's fleet emission factor or data available on the public domain.

### Step 3: sum of the results for each leg

- Airlines may publish results on a shipment level or may aggregate results by shipper for all transportation services within a given time-frame.

### DEFINITIONS

For purpose of this Recommended Practice, the following definitions apply:

**CO<sub>2</sub> (Carbon Dioxide):** this is the main global greenhouse gas and thus the largest contributor to man-made climate change, produced from burning fossil fuels and deforestation.

**Upstream Emissions:** emissions linked to energy operational processes such as extraction or cultivation of primary energy, refining, transformation, transport and distribution of energy.

**Great Circle Distance (GCD):** this is the IATA recommended practice to be used for all aerodrome to aerodrome distance calculations. GCD is defined as the shortest distance between any two points on the surface of the earth, using the Vincenty distance formula associated with the World Geodesic System. The latitude and longitude of the aerodromes can be taken either from aerodrome data published in the national Aeronautic Information Publication (AIP) or from a source using such data (e.g. ICAO).

**Belly Cargo:** cargo transported in passenger aircraft.

*RP1678 Attachment 'A'*

### Definition of Fuel Consumption

(Extract from IATA's Fuel Measurement Protocol, version 17 January 2014)

Each airline is requested to utilize one of the IATA recommended fuel consumption measurement methodologies:

- Method A - based on financial records
- Method B – block-off/block-on
- Method C&D – subsequent flight measurement after fuel uplift

In general fuel consumption must include:

- Landing and take-off cycle (LTO)
- Fuel consumed by the auxiliary power unit
- Taxiing, holdings
- Turn-around of aircraft
- Repositioning flights

Fuel consumption excludes:

- Engine run-ups
- Training flights
- Aircraft delivery flights
- State flights
- Search & rescue flights
- Transporting head of states and government ministers
- Police flights
- Military flights
- Fuel consumption when in Maintenance Repair and Overhaul (MRO)

Fuel uplift may be determined based on the measurement by the fuel supplier, as documented in the fuel delivery notes or invoices for each flight. Alternatively, fuel uplift may also be determined using aircraft on-board measurement systems. Uplift data shall be recorded in:

- Mass and balance documentation, or
- Aircraft Technical Log, or
- Electronically transmitted from the aircraft to the aircraft operator (e.g. via ACARS)

Fuel contained in the tank may be determined using aircraft on-board measurement systems and shall be recorded in:

- Mass and balance documentation, or
- Aircraft Technical Log, or
- Electronically transmitted from the aircraft to the aircraft operator (e.g. via ACARS)

The airline is requested to use the most accurate and complete measurement method for fuel consumption in accordance with the level of sophistication and measurement tools in place.

#### Note:

Fuel consumption should not be planned fuel consumption, e.g. derived by using flight planning tools. Fuel consumption must be *actual* fuel consumed, using fuel uplift and measured values remaining in the fuel tanks of the aircraft. In the case of absence of consumed fuel data, and in exceptional cases, planned fuel consumption may be used as long as in the submission it is fully transparent and has been clearly indicated to the recipient of the data.

## 2.12. Emissions Measurement

### RP 1678 Attachment 'B'

Calculation of total payload for belly cargo  
(Extract from IATA Carbon Calculator Tool Version 2.0)

We assume that fuel usage is proportional to weight. So passenger fuel usage is the ratio of total passenger weight to total weight multiplied by the total fuel used.

Total Passenger Fuel Usage = [(Total Passenger Weight / Total Weight) x Total Fuel Used]

Where,

Total Weight = Total Passenger Weight + Total Freight Weight

Total Passenger Weight (kg.) = (Number of Seats \* 50 kg.) + (Number of Passengers \* 100 kg.)

$$\boxed{\text{Total Passenger Weight (kg)}} = \boxed{\text{Number of Seats * 50}} + \boxed{\text{Number of Passengers * 100}}$$

$$\boxed{\text{Total Weight (kg)}} = \boxed{\text{Total Passenger Weight}} + \boxed{\text{Total Freight Weight}}$$

## 2.11. Security

### *Major compulsory air cargo and supply chain security programs*

#### **ACI - Advance Cargo Information**

The SAFE Framework of Standards stipulates that Customs administrations should require electronic information in time for adequate risk assessment to take place. SAFE provides standards to harmonize the advance electronic information requirements on inbound, outbound and transit shipments, including recommended deadlines for submission of data.

The objective of ACI is to improve detection of high-risk consignments, thereby ensuring better security against terrorism and other crimes.

Many countries, including the US, Canada, Japan and the 28 EU countries, have enacted legislation making ACI a legal requirement. With approximately 170 countries currently signed up to implement SAFE, many more are expected to enact similar legislation in coming years.

#### **ACAS (Air Cargo Advance Screening)**

US Customs and Border Protection (CBP) and the Transportation Security Administration (TSA) developed the ACAS pilot program following the Yemen incidents in October 2010. ACAS is currently a voluntary pilot testing a pre-loading electronic information system for security risk analysis. ACAS will be an additional layer in addition to the existing Air Automated Commercial Environment (Air ACE) requirements for air cargo bound for the US.

ACAS involves the provision of cargo data elements prior to loading of cargo on US-bound flights to facilitate the targeting of cargo shipments that may be high risk and therefore require additional information or additional security measures.

ACAS is currently a pilot program and rulemaking will eventually be required to ensure mandatory submission of data.

#### **EU PLACI - European Union Pre-Loading Advance Cargo Information**

*(Currently in development stage, expected to be compulsory in 2020-2025)*

The EU is developing requirements for its Pre-loading Advance Cargo Information (EU PLACI) program. EU PLACI is similar to the US ACAS program described above in that it relates to the provision of cargo data elements prior to loading of cargo on EU-bound flights to facilitate the targeting of cargo shipments that may be high risk and therefore require additional information and/or additional security measures.

The pre-loading information requirements are included in the European Union Customs Code that entered into force on 1 May 2016. However, the effective implementation of those requirements is only expected to take place once appropriate IT systems are in place among the 28 EU Member States, which is currently expected to occur some time between 2020 and 2025.

### *Major voluntary air cargo and supply chain security programs*

#### **AEO – Authorized Economic Operator**

Developing an Authorized Economic Operator (AEO) program is a central part of the SAFE Framework of Standards. Parties involved in the international movement of goods can be accredited by Customs as AEOs when they are proven to have high quality internal processes that prevent goods in international transport from being tampered with. This includes ensuring the integrity of information related to shipments, ensuring the integrity of employees, and ensuring the security of premises so that unauthorized persons cannot interfere with cargo. SAFE provides global standards for launching an AEO program.

#### *Countries / regions with operational AEO programs include:*

- Algeria (AEO)
- Argentina (Customs System of Reliable Operators)
- Bolivia (AEO)
- Brazil (AEO)
- Canada (PIP)
- China (Classified Management of Enterprises)
- Colombia (AEO)
- Costa Rica (Customs Facilitation Programme for Reliable Trade)
- Dominican Republic (AEO)
- Egypt (AEO)
- EU (AEO)
- Guatemala (AEO)
- Hong Kong (AEO)
- Israel (AEO)
- India (AEO)
- Indonesia (AEO)
- Jamaica (AEO)

- Japan (AEO)
- Jordan (Golden List Programme)
- Kazakhstan (AEO)
- Kenya (AEO)
- Korea (AEO)
- Malaysia (AEO)
- Mexico (New Programme for Certified Companies)
- Morocco (AEO)
- Mozambique (AEO)
- New Zealand (Secure Exports Scheme)
- Norway (AEO)
- Panama (AEO)
- Peru (AEO)
- Serbia (AEO)
- Russian Federation (AEO)
- Singapore (Secure Trade Partnership)
- Switzerland (AEO)
- Thailand (AEO)
- Turkey (AEO)
- US (C-TPAT)
- Uganda (AEO)
- Uruguay (AEO)
- Vietnam (AEO)
- Zambia (Customs Accredited Clients Programme)

#### *Countries / regions with Customs compliance programs include:*

- Algeria (AEO)
- Cambodia (High Compliant Trader Incentive Mechanism)
- Cameroon (Performance Operators' Contracts)
- Canada (Customs Self Assessment)
- El Salvador (PACE)
- Fiji (Gold Card Service)
- Georgia (Golden List)
- India (Accredited Client Programme)
- Indonesia (MITA)
- Kazakhstan (AEO)
- Madagascar (Accelerated Clearance Programme)
- Mauritius (Qualified TradeNet user)
- Mozambique (AEO)
- Russian Federation (AEO)
- Rwanda (Gold Card Scheme, Pre-clearance Facilitation)
- Senegal (Privileged Partnerships Programme)
- Serbia (Simplified Customs Clearance Procedure)
- South Africa (Preferred Trader)
- Sri Lanka (Compliant Traders Facilitation Programme)
- Tanzania (Compliant Traders Scheme)
- United Arab Emirates (Golden List)
- Zambia (Customs Accredited Clients Programme)

Many Customs administrations with established AEO programs have formalized AEO mutual recognition arrangements (MRAs) with other Customs administrations in order to avoid duplication of requirements and effort.

#### *Concluded AEO program MRAs*

- Andorra / EU
- Canada / Japan
- Canada / Korea
- Canada / Singapore
- Canada / US
- China / Hong Kong
- China / Singapore
- EU / China
- EU / Japan
- EU / Norway
- EU / Switzerland
- EU / US
- Hong Kong / Korea
- Hong Kong / Singapore
- Hong Kong / Thailand
- India / Hong Kong
- Japan / Korea
- Japan / New Zealand
- Japan / Singapore
- Japan / US
- Jordan / US
- Korea / China
- Korea / Dominican Republic
- Korea / Mexico
- Korea / New Zealand
- Korea / Singapore
- Korea / Turkey
- Korea / US
- Malaysia / Japan
- New Zealand / US
- US / Israel

## 2.11. Security

- US / Mexico
- US / Singapore

For further information and detail on national AEO programs, please visit [www.wcoomd.org](http://www.wcoomd.org)

### **ACC3 - Air Cargo or Mail Carrier operating into the Union from a Third Country Airport (EU Regulation 185/2010 Cargo Security) & IATA Center of Excellence for Independent Validators**

In October 2010 two improvised explosive devices were transported as air cargo consignments to US destinations. Fortunately the two devices were intercepted en-route at transfer points.

These incidences highlighted to regulators and air carriers concerns regarding the security of air cargo consignments and the risk of explosive devices being introduced at some stage in supply chains.

In response, the EU Commission commenced a strong review of aviation security legislation and in August 2011 amended the Regulation 185/2010 and Decision 774 in regards to security actions to be undertaken for any incoming air cargo and mail.

The current regulations require air carriers flying air cargo and mail into the EU to be designated as an "Air Cargo or Mail Carrier operating into the Union from a Third Country Airport" (ACC3).

According to the EU Commission Regulation 185/2010, ACC3 must ensure that:

- on-site airport station verification of cargo and mail security measures has been carried out by an EU aviation security independent validator.
- business relations with regulated agents and known consignors are independently validated by an EU aviation security independent validator,
- a database is maintained by the ACC3 with details of the RA, KC and AC they are accepting cargo from.

ACC3s are therefore obliged to ensure that cargo and mail destined for the EU is screened or comes from a secure supply chain (this can be evidenced with a consignment security declaration).

The EU Regulations states that from July 1, 2014 on-site security verifications of ACC3 cargo and mail operations should take place at the relevant non-EU airports. This activity must be undertaken by an independent validator, certified by an EU regulator.

Each independent validation will have to be redone on a five year cycle.

In order to assist the aviation industry and the regulators, IATA has established a Center of Excellence for independent validators (CEIV) that offers a comprehensive and harmonized solution to the ACC3 challenges.

The IATA CEIV helps airlines to:

- Meet the ACC3 requirements.
- Provide assurances that Independent Validators auditing airlines are trained and assessed to common approved and documented standards.
- Protect their revenue and reduce costs at transit airports.

### **Cargo Security Capacity Building Activity**

In 2008, IATA established the IATA Secure Freight pilot program to serve as an effective tool for Civil Aviation Authorities, working in partnership with industry, in order to develop secure supply chains to meet the requirements of ICAO Annex 17 and other regulatory regimes.

Through Secure Freight, IATA has been able to shape international air cargo supply chain security standards endorsed as Recommended Practices in ICAO Doc 8973. In 2015 Secure Freight transitioned from Pilot to an operational capacity building activity. In practical terms, this capacity building approach means cargo security capacity building is no longer limited to selected pilot countries, but is available to any country through either a direct funding arrangement, or implemented as a capacity building activity with the financial support of third party donor country or agency.

However, IATA provides secure supply chain document materials (IATA Secure Supply Chain Best Practices, guidance materials and templates) to national and international regulators at no cost, and also reviews a country's national security regulations against the secure supply chain document materials, free of charge. Only where a country requires IATA's assistance to implement Cargo Security Capacity Building will IATA seek third party assistance.

The IATA Cargo Security Capacity Building programme uses the lessons learnt and best practices identified and implemented over the last six years from pilots conducted all over the world to continue assisting regulators and cargo supply chain stakeholders enhance air cargo security standards. At its core, Secure Freight was focused on the prevention of acts of unlawful interference to air cargo. However, extensive case studies undertaken on the direct and indirect economic impact of Secure Freight have highlighted that its implementation also leads to significant economic benefits for the participant country's economy. The IATA Cargo Security Capacity Building programme is now capitalizing on this experience to offer a relevant capacity building activity to interested parties.

For further information on IATA Capacity Building activities, please visit: [www.iata.org/whatwedo/cargo/security/Pages/capacity-building.aspx](http://www.iata.org/whatwedo/cargo/security/Pages/capacity-building.aspx)

### **TAPA - The Transported Asset Protection Association (TAPA)**

The Transported Asset Protection Association (TAPA) is a coalition of companies and organizations including manufacturers, shippers, cargo carriers, insurers and government agencies focused on dealing with the problem of crime in transportation supply chains. TAPA identifies fields in which members experience losses and it shares information on effective routines and practices. TAPA's efforts are concentrated on the transport of high-value goods. TAPA has two main initiatives: the Incident Information Service (IIS) and the Freight Suppliers Minimum Security Requirements (FSR). IIS is a service for the exchange of security-related information that TAPA provides for its members. FSR are requirements that are placed on general security in the supply chain and which include, among other things, external security, premises and security routines.

For further information on TAPA, please visit: [www.tapaonline.org](http://www.tapaonline.org)

### **Columbus program**

The Columbus program is a Customs capacity building program designed by the World Customs Organization (WCO) to help WCO members, particularly developing countries, to implement the SAFE Framework of Standards and related international obligations. The program has three phases. In the first phase, Needs Assessment, capacity building experts assess the current situation in the Customs administration via interviews and using the WCO's Diagnostic Framework tool. The resulting report suggests the way forward through a number of recommendations. The second phase, Implementation, involves support for action planning, donor matchmaking, planning of pilot activities and implementation. The third phase consists of monitoring of progress and evaluation.

### **BASC-Business Alliance for Secure Commerce**

BASC is an international business alliance created to promote secure international trade in cooperation with governments and international organizations. It is a private sector-led and managed coalition supported by US Customs and Border Protection (CBP).

BASC examines the entire process of manufacturing and shipping of merchandise from foreign countries to the United States, emphasizing the creation of a more security-conscious environment throughout the supply chain. It operates in 13 countries of Latin America and the Caribbean: Colombia, Costa Rica, Ecuador, El Salvador, Guatemala, Haiti, Mexico, Panama, Peru, the Dominican Republic, Paraguay and Venezuela.

BASC's security standards are designed to improve supply chain security and deter contraband smugglers and terrorists from introducing contraband and implements of terror in legitimate shipments.

For further information on BASC, please visit: [www.wbasco.org](http://www.wbasco.org)

## 2.11. Security

### Completion and Technical instructions

#### Consignment Security Declaration\*

Regulated-Entity Category (RA, KC or AO) and Identifier (of the regulated party issuing the security status)		Unique Consignment Identifier (if AWB format is nnn-nnnnnnnn)	
Contents of Consignment			
<input type="checkbox"/> Consolidation			
Origin	Destination	Transfer/Transit points (if known)	
Security Status	Reasons for issuing the Security Status		
	Received from (codes)	Screening Method (codes)	Grounds for Exemption (codes)
Other Screening Method(s) (if applicable)			
Security Status Issued by		Security Status Issued on	
Name of Person or Employee ID .....		Date (ddmmmyy) .....	Time (ttt) ....
Regulated Entity Category (RA,KC or AO) and Identifier (of any regulated party who has accepted the security status given to a consignment by another regulated party)			
Additional Security Information			

- \* The dimensions of the boxes set forth in this form are for illustrative purposes only and are not fixed by this Resolution. Accordingly, the sizes of the boxes may be modified to accommodate the security information to be included in each box. Additionally, supplementary pages may be added if necessary.

## 2.11. Security

### Completion Instructions

#### Box Description

##### [1] Regulated Entity Category (KC, RA or AO) and Identifier

The Regulated Agent, Known Consignor or aircraft operator that originally issued the security status, identified by its category (i.e. RA, KC or AO) and its unique identifier, must be entered.

##### [2] Unique Consignment Identifier

The identification of the consignment itself must be entered. This may be an Air Waybill (format is nnn-nnnnnnnn), a house bill or a mail consignment identifier.

##### [3] Content of the consignment

The identification of the consignment details (e.g. goods description) must be entered for a direct Air Waybill or house waybill shipment.

For a consolidation shipment, i.e. a Master Air Waybill with associated house waybill(s), the consolidation box should be ticked in lieu of the goods description.

##### [4] Origin

The identification of the origin of the consignment must be entered.

This is the origin related to the appropriate transport documentation (Air Waybill or house waybill) as identified in Box 2 (e.g. IATA three-letter airport or city code).

##### [5] Destination

The identification of the final destination of the consignment must be entered.

This is the Destination related to the appropriate transport document (Air Waybill or house waybill) as identified in Box 2 (e.g. IATA three-letter airport or city code).

##### [6] Transit/Transfer points

The identification of an en-route stopping point where cargo may be transferred to another aircraft or remain on board the same aircraft should be entered if known to the issuer (e.g. IATA three-letter airport or city code). Otherwise this entry may be blank.

##### [7] Security Status

The coded identification of the security status assigned to the consignment must be entered to indicate whether the consignment is secure for:

- passenger, all-cargo and all-mail aircraft (some regions use the code "SPX");
- all-cargo and all-mail aircraft only (some regions use the code "SCO"); or
- passenger, all-cargo and all-mail aircraft, in accordance with high-risk requirements (some regions use the code "SHR").

##### [8] Received from

The coded identification of the category (i.e. Regulated Agent, Known Consignor or Aircraft Operator) that tendered the consignment must be entered. If no other reason, i.e. "screening method" or "grounds for exemption" is indicated and the consolidation box is not ticked then this entry cannot be blank.

##### [9] Screening Method

The coded identification of the screening methods (ICAO codes are under development) used by the Regulated Agent, Known Consignor, or Aircraft Operator when securing the consignment may be entered as a reason that the Security status was issued, e.g. screening method codes.

If no other reason, i.e. "received from" or "grounds for exemptions" is indicated and the consolidation box is not ticked then this entry cannot be blank.

In some cases a single screening method may not be sufficient to inspect all types of consignments, therefore more than one screening methods may be listed.

##### [10] Grounds for Exemptions

The coded identification (ICAO codes are under development) indicating why a consignment is exempted from screening as defined in State National Civil Aviation Security Programmes may be entered as a reason that the security status was issued, e.g. screening exemptions codes.

If no other reason, i.e. "received from" or "screening method" is indicated and the consolidation box is not ticked then this entry cannot be blank.

##### [11] Other Screening Method(s)

If the code entered in Box 9 indicates that any other means were applied then text specifying the other means used must be entered.

##### [12] Security Status Issued by

If the consolidation box is not ticked then the individual of the Regulated Agent, Known Consignor, or Aircraft Operator who issued the security status must be identified by name or employee number.

##### [13] Security Status Issued on

If the consolidation box is not ticked then the exact date and time when the security status was issued by the Regulated Agent, Known Consignor, or Aircraft Operator employee must be indicated.

##### [14] Regulated Entity Category (KC, RA or AO) and Identifier

The identifier of any Regulated Agent, Known Consignor or Aircraft Operator that accepts custody of the cargo and accepts the security status originally issued by the Regulated Agent, Known Consignor or Aircraft Operator identified in Box 1 must be entered.

This entry would confirm that the cargo has remained secure and would follow any other entries for other Regulated Agent, Known Consignor or Aircraft Operator that have also accepted the original security status.

##### [15] Additional Security Information

Any additional security information that may be required by an ICAO Member State, e.g. any national regulation applicable to the responsibilities in the event of a false declaration, or any applicable emergency amendment.

A signature of the responsible person initially issuing a hardcopy Consignment Security Declaration set out in box 1 should be inserted when the supply chain is paper based.

## 2.11. Security

Consignment Security Declaration				
Regulated-Entity Category (RA, KC or AO) and Identifier (of the regulated party issuing the security status) <b>1</b>		Unique Consignment Identifier (if AWB format is nnn-nnnnnnnn) <b>2</b>		
Contents of Consignment <b>3</b> <input type="checkbox"/> Consolidation				
Origin <b>4</b>	Destination <b>5</b>	Transfer/Transit points (if known) <b>6</b>		
Security Status <b>7</b>	Reasons for issuing the Security Status			
	Received from (codes) <b>8</b>	Screening Method (codes) <b>9</b>	Grounds for Exemption (codes) <b>10</b>	
Other Screening Method(s) (if applicable) <b>11</b>				
Security Status Issued by Name of Person or Employee ID ..... <b>12</b>		Security Status Issued on Date (ddmmmyy) ..... <b>13</b> Time (ttt) ....		
Regulated Entity Category (RA, KC or AO)) and Identifier (of any regulated party who has accepted the security status given to a consignment by another regulated party) <b>14</b>				
Additional Security Information <b>15</b>				

## 2.11. Security

### Message Completion Technical Instructions

IATA EDI messages, e.g. Cargo-IMP or Cargo-XML, can be used to exchange the required security information for a consignment.

For the purpose of these instructions, references used are the following:

- IATA Cargo Interchange Message Procedures (CARGO-IMP);
- IATA Cargo XML Toolkit
- Air Waybill Data-message (FWB - XFWB);
- Status Update-message including OCI-data (FSU-OCI - XFSU OCI);
- Consolidation List respectively House Waybill-message (FHL - XFZB) used as the reference
- OCI composition rule table simplified with the scope of accommodating the e-CSD information

#### [ 1 ] Regulated Entity Category (RA, KC or AO) and Identifier of the Regulated Entity issuing the Security status

Ref. 29 Other Customs, Security and Regulatory Control Information in particular Ref. 29.3 ISO Country Code + Ref. 29.5 Information Identifier (ISS) + Ref. 29.7 Customs, Security and Regulatory Control Information Identifier (RA and ED) + Ref. 29.9 Supplementary Customs, Security and Regulatory Control Information

ISS - the regulated agent issuing the security status  
OCI/GB/ISS/RA/001-011  
///ED/0213

#### [ 2 ] Unique Consignment Identifier

Ref. 2.1 AWB Identification  
125-12345675LHRJFK/T1K40.0

#### [ 3 ] Content of the consignment

Ref. 12.11 Goods Description or Ref. 12.12 Consolidation  
/NC/CONSOLIDATION

#### [ 4 ] Origin

Ref. 2.2.1 Airport/City Code (of Origin)  
125-12345675LHRJFK/T1K40.0

#### [ 5 ] Destination

Ref. 2.2.2 Airport/City Code (of Destination)  
125-12345675LHRJFK/T1K40.0

#### [ 6 ] Transit/Transfer points

Ref. 4.2.2 Airport/City Code and 4.3.2 Airport/City Code  
RTG/JFKII

#### [ 7 ] Security Status

Ref. 25. Special Handling Details  
SPH/SPX

#### [ 8 ] Received from

This entry identifies the Known Consignor or Account Consignor reference in case the Secure Cargo was tendered to the Regulated Agent (RA) by a Known Consignor (KC) or Account Consignor (AC).

Ref. 29 Other Customs, Security and Regulatory Control Information in particular Ref. 29.3 ISO Country Code + Ref. 29.5 Information Identifier (ISS) + Ref. 29.7 Customs, Security and Regulatory Control Information Identifier (KC + ED) + Ref. 29.9 Supplementary Customs, Security and Regulatory Control Information:

OCI/GB//KC/001-011  
///ED/0213

#### [ 9 ] Screening Method

This entry identifies codes assigned to the application of Screening Methods which have been used to secure the Cargo against Acts of Unlawful Interference. IATA defined 3 digits screening codes.

Ref. 29 Other Customs, Security and Regulatory Control Information in particular Ref. 29.7 Customs, Security and Regulatory Control Information Identifier (SM) + Ref. 29.9 Supplementary Customs, Security and Regulatory Control Information

///SM/RES

#### [ 10 ] Grounds for Exemptions

This entry identifies codes assigned to certain types of Cargo and Mail that due to their special nature will be exempted from Screening or will be screened with alternative methods. Such exemptions, and the use of alternative Security Measures, should be limited and clearly defined in a State's National Civil Aviation Security Programme.

IATA defined 4 digits screening exemption codes

Ref. 29 Other Customs, Security and Regulatory Control Information in particular Ref. 29.7 Customs, Security and Regulatory Control Information Identifier (L) + Ref. 29.9 Supplementary Customs, Security and Regulatory Control Information

///L/DIPL

#### [ 11 ] Other Screening Method(s)

Subjected to any other means: this entry should be followed by free text specifying what other methods were used to secure the Cargo in accordance with requirements of the appropriate authority.

Ref. 29 Other Customs, Security and Regulatory Control Information in particular Ref. 29.7 Customs, Security and Regulatory Control Information Identifier (SM) + Ref. 29.9 Supplementary Customs, Security and Regulatory Control Information

///SM/AOM-SPECIFY ANY OTHER MEANS

#### [ 12 ] Security Status Issued by

This is a free text entry identifying the secure operator (RA or AO) issuing the Security Status

Ref. 29 Other Customs, Security and Regulatory Control Information in particular Ref. 29.7 Customs, Security and Regulatory Control Information Identifier (SN) + Ref. 29.9 Supplementary Customs, Security and Regulatory Control Information

///SN/JOHNNY WALKER

#### [ 13 ] Security Status Issued on

SD is an alphanumeric entry identifying the exact date and time when the Security Status was issued by the Regulated Agent or Aircraft Operator. The format is ddmmmyytttt.

Ref. 29 Other Customs, Security and Regulatory Control Information in particular Ref. 29.7 Customs, Security and Regulatory Control Information Identifier (SD) + Ref. 29.9 Supplementary Customs, Security and Regulatory Control Information

///SD/05MAR131200

#### [ 14 ] Regulated Entity Category (RA, KC or AO) and Identifier (of any regulated party who has accepted the Security Status given to a consignment by another regulated party)

Ref. 29 Other Customs, Security and Regulatory Control Information in particular Ref. 29.3 ISO Country Code + Ref. 29.5 Information Identifier (OSS) + Ref. 29.7 Customs, Security and Regulatory Control Information Identifier (RA and ED) + Ref. 29.9 Supplementary Customs, Security and Regulatory Control Information

OSS - the regulated agent accepting the security status given by another regulated agent  
OCI/GB/ISS/RA/001-011  
///ED/0213  
/US/OSS/RA/002-022  
///ED/0215

#### [ 15 ] Additional Security Information

This entry is used to capture any ad hoc Security statement required by state regulators.

Ref. 29 Other Customs, Security and Regulatory Control Information in particular Ref. 29.7 Customs, Security and Regulatory Control Information Identifier (ST) + Ref. 29.9 Supplementary Customs, Security and Regulatory Control Information

///ST/THIS MASTER AIR WAYBILL CONTAINS NO  
///ST/1. FREIGHT FROM THAT COUNTRY  
///ST/2. TONER CARTRIDGE GREATER THAN 550  
///ST/ GRAMS TRANSFERRING THIS COUNTRY

## 2.11. Security

C o n s i g n m e n t S e c u r i t y D e c l a r a t i o n			
Regulated Entity Category (RA, KC or AO) and Identifier (of the regulated party issuing the security status) <b>GB/RA/001-0110213</b>		Unique Consignment Identifier (if AWB format is nnn-nnnnnnnn) <b>125-12345675</b>	
Contents of Consignment  ✓ <b>Consolidation</b>			
Origin <b>EDI</b>	Destination <b>LIT</b>	Transfer/Transit points (if known) <b>LHR, JFK</b>	
Security Status <b>SPX</b>	Reasons for issuing the Security Status		
	Received from (codes)	Screening Method (codes)	Grounds for Exemption (codes)
Other Screening Method(s) (if applicable)			
Security Status Issued by  Name of Person or Employee ID .....		Security Status Issued on Date (ddmmmyy) ..... Time (tttt) ....	
Regulated Entity Category (RA, KC or AO) and Identifier (of any regulated party who has accepted the security status given to a consignment by another regulated party) <b>GB/RA/002-022/0215</b> <b>US/RA/003-033/0316</b>			
Additional Security Information			