



Asia Masters Center

Cargo Skills and Procedures for Professionals



Cargo Skills and Procedures for Professionals

➔ Course Objective

- Understand the specific air cargo ‘language’ and terms
- Outline the end-to-end process overview of air cargo transportation from booking up to delivery to the consignee
- Use IATA’s The Air Cargo Tariff and Rules (TACT) manuals for specific country and carrier regulations
- Apply the correct cargo acceptance procedures
- Understand the conditions of carriage
- Complete an air waybill, the official contract of carriage
- Calculate air transportation charges
- Provide a basic customer service skills set to participants

➔ Target Audience

- This course will mainly benefit to purchasing managers, senior buyers, project managers, civil engineers, construction managers, contractors, sub-contractors, site engineers, senior management, and government agencies, architects, construction professionals, and anyone responsible for purchasing at a senior level who seeks to enhance their skills further.



Course Outline

➤ **Day 1 – Air Cargo Industry Regulations**

- Air Cargo Agency
- TACT Manual Overview
- Aircraft Structure & Loading Limitations
- Handling Facilities: Airports & Cargo Terminal

➤ **Day 2 – Cargo Booking Process**

- Customer Service Excellence
- Cargo Acceptance
- Cargo Security Overview

➤ **Day 3 – Cargo Rates & Charges**

- TACT Manual
- Chargeable Weight
- Currencies
- Minimum Charges
- General Cargo Rates

➤ **Day 4 – Cargo Process & Documentation**

- Shipment Documentation
- Export/Import Documentation

- **Day 5 – The Airway Bill**
- Condition of Carriage Overview
- Loading/Unloading
- Cargo Build-Up Process

➤ **The Feature Of Asia Master Training And Development Center**

- we pick up the customer from the airport to the hotel.
- we give the participant training bag includes all the necessary tools for the course.
- Working within groups to achieve the best results.
- All our courses are confirmed and we do not postpone or cancel the courses regardless of the number of participants in the course.
- We can assist you in booking hotels at discounted prices if you wish to book through us.
- We offer the certificate from Asia Masters Center for Training and Administrative Development.

➡ **The Cost Of The Training Program Includes The Following:**

- 1) Scientific article on flash memory.
- 2) Training Room.
- 3) Training.
- 4) Coffee break.
- 5) The training bag includes all the tools for the course.

Price (USD)

**Communicate with the training department
to know the participation fees**

➤ **There are offers and discounts for groups**

The details of the bank account

Bank name: CIMB Bank Berhad

Account name: Asia Masters Center SDN. BHD

Bank account number: 80-0733590-5

Swift code: CIBBMYKL

IBAN: Null