



**Asia Masters Center**

# General Cargo Skills and Procedures for Beginners





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## **General Cargo Skills and Procedures for Beginners**

### **➔ Course Objective**

- Identify air cargo industry organizations, regulators and groups
- Refer and apply the TACT Rules & Rates Manual
- Identify the role of an IATA Cargo Agent
- Identify various carrier products
- Preparing shipments “ready for carriage”
- Apply e-Freight initiatives

### **➔ 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: Definitions and concepts**

- What is logistics?
- Logistics Management objectives
- The Logistics Concepts
- What is 3PL and 4PL in Logistics Management?

### ➤ **Day 2: Logistics Management activities**

- The roles, responsibilities and functions
- Logistics mgmt, role in the supply chain link
- Information flow for total logistics
- Operational requirements

### ➤ **Day 3: Warehouse management in Logistics**

- Warehouse management role in total logistics
- Basic warehouse operations
- Strategies to an effective warehouse management

### ➤ **Day 4: Transport management in logistics**

- Transport management in total logistics
- Distribution and transport system in Logistics
- Product movement by road, rail, sea, air and pipeline

### ➤ **Day 5: Inventory management in logistics**

- The role of inventory control in logistics
- Manage an effective Inventory system
- Practical resolution of overstock and out of stock situation



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- **Day 6: Shipping and Freight Forwarding in logistics**
- The role of shipping and forwarding agents in logistics
- Custom procedures for import and export
- Documents commonly used in imports and exports of goods
  
- **Day 7: Manufacturing sector and logistics**
- Manufacturing as a source of logistics
- Linking manufacturing to transport and distribution
- Linking manufacturing to warehouse, operations and inventory
  
- **Day 8: Outsourcing of core elements in logistics**
- Warehouse and inventory control
- Transport and distribution
- Shipping and forwarding
  
- **Day 9: Measuring levels in logistics**
- The various types of KPIs
- Customer service levels
- Cost effectiveness
  
- **Day 10 – Air Cargo Regulations**
- Air cargo industry regulations
- World geography and transportation times



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### ➤ **Day 11 – Relationship of Aircraft & Cargo**

- Aircraft structure, layout, limitation, and Unit Load Device (ULD)
- Procedures and documents: booking, acceptance, shipment documentation, export/import documentation, delivery, tracing
- Handling facilities: airport and cargo terminal

### ➤ **Day 12 – Air Cargo Rules & Regulations**

- The Air Cargo Tariff and Rules (TACT) and cargo rates
- Special cargo: live animals, perishables, pharma, human remains, high value and DGR
- Cargo documentation: air waybill, house air waybill, flight manifest, shipper's letter of instruction

### ➤ **Day 13 – Practice of Cargo Handling Staff**

- Cargo operations and ground handling staff
- Station managers

### ➤ **Day 14 – Types of Cargo Personnel**

- Shippers, cargo agents, consolidators, freight forwarders and other agencies involved in the transport of cargo
- Cargo instructors and instructional designers responsible for cargo training

## ➤ **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.



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### 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

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