

Cargo Skills and Procedures

Target participants:

A comprehensive training of Cargo Skills and Procedures is designed for the following personnel who involved in air cargo industry -

- Shippers
- Consolidators
- Freight Forwarder's staff
- Cargo Operations staff
- Ground Handling Agent's staff

Course Fee: HKD4,500.00

Duration: 4 days (0930 – 1700)

Venue: Room 506, Edward Mansion, 141 Prince Edward Road West, Prince Edward

Language: English, Mandarin or Cantonese with English handout

Course Date: 17-20 Nov., 2025
16-19 Mar., 2026
20-23 Jul., 2026
23-26 Nov., 2026

Course Content:

- Define IATA areas
- Understand Coding/Decoding of Airports and Cities
- Carrier's Liability and Valuation
- Use IATA's The Air Cargo Tariff and Rules (TACT) manual for specific country and Carrier regulations
- Basic Rating (GCR, SCR, CR, ULD, Construction, Combination)
- Apply correct cargo acceptance procedures
- Cargo Documentation
- Understand the conditions of carriage
- Complete an Air Waybill, the official contract of carriage Special cargo
- Aircraft structure, layout, limitation, and Unit Load Device (ULD)

Assessment:

A written examination will be held at the end of the course in order to test participant's comprehension of air cargo skills and procedures knowledge.

Award:

A certificate will be awarded to participant who obtained 70 marks or above in the examination. Distinction is awarded to participants obtaining a grade of 90% or higher.