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6.0. Cargo Handling

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RESPONSIBILITY

6.1. Responsibility

Leisure Cargo GmbH (DUSFBLT) has been founded by LTU and SWISSCARGO and manages among other carriers the sales of LTU's aircraft cargo compartment capacity.

Leisure Cargo has the responsibility for cargo and mail handling in LTU's whole network at cargo acceptance points, warehouses, transfer points and delivery areas. The responsibilities are specifically laid down in the Contribution Share Contract between Leisure Cargo and LTU.

This include all contracted and subcontracted cargo GSAs and cargo handling companies.

Industry standards as laid down in IATA AHM and all provisions of GOM must be followed and all concerned staff must be qualified and certified for dangerous goods handling.

Inspections and audits of all cargo facilities at all stations must be maid regularly and records must be filed. Any findings must be reported immediately to the Manager Ground Operations DUSOGLT.

In particular the following duties of Leisure Cargo, contracted and subcontracted cargo handling agents and cargo GSAs must be reviewed for adequacy and compliance by DUSFBLT but is not limited to:

- compliance with legal regulations such as embargoes, custom regulations, etc.
- compliance with air cargo security measures
- pre-notification of booked weights to relevant loadcontrol departments and dispatch
- pre-notification of any special load to relevant loadcontrol departments and dispatch (DG, PER, AVI, WET, BIG, HEA, OHG, LHO)
- proper freight documentation (AWB, cargo manifest, DGD, NOTOC, etc.)
- proper identification and labelling of every cargo shipment
- ULD build-up and contour limitations
- determination and documentation of actual freight weights
- meeting the cargo close-out times of each station
- notification of actual freight weights (net and gross) and advice of special load to relevant loadcontrol department
- issuing of ULD tag
- irregularity handling of all cargo and mail shipments
- notification of ULD circulation to relevant loadcontrol/ULD control department (UCM/LUC)

Leisure Cargo DUSFBLT must authorize the following special loads according to legal certification requirements:

- authorization and acceptance of dangerous goods
- authorization for HEA
- authorization and loading instructions for AVI in exceptional cases
- approval for VAL

Leisure Cargo DUSFBLT supervises and maintain records of

- reliability of shippers (DGR)
- training and qualification of cargo handling agents acceptance and warehouse staff
- dangerous goods shipments,

Leisure Cargo DUSFBLT must report every incident or accident with dangerous goods subject to aircargo immediately to the German CAA (LBA) and to the Manager Ground Operations DUSOGLT and to the Supervisor Dangerous Goods.

The overall responsibility of all cargo lays with the postholder Ground Operations of LTU.

RESPONSIBILITY

6.1.1. Acceptance of Cargo

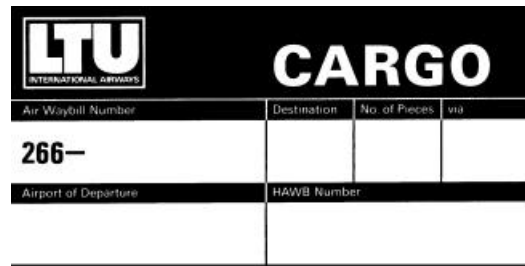
LTU has the authorization for transport of passengers and freight. This chapter contains the necessary informations and regulations for transportation of revenue and non-revenue cargo, as well as air mail and service cargo.

Detailed informations are contained in the **LTU Cargo Manual** published by DUSFBLT.

6.1.1.1. Loading Principles

International standards and recommended practices for the clearance of aircraft crew, passengers and cargo are laid down in Annex 9 "Facilitation" to the Convention of the International Civil Aviation Organisation, Chicago 1944, as amended from time to time. Deviations from those standards and recommended practices as laid down in this Annex 9 are only possible if the respective government has notified ICAO accordingly. The variations will be published in a valid supplement to Annex 9.

For all cargo items the cargo label shall be completed and affixed to every package.



Air Waybill Number		Destination	No. of Pieces	via
266—				
Airport of Departure		HAWB Number		

figure 1 cargo label

Cargo personnel must note that cargo load could be excluded from transportation:

- if it is not properly packed and/or may cause damage to the aircraft and/or other load,
- if the weight of the load is not properly determined,
- if it may contaminate the compartment and/or other load (wet freight, dirty pallets, dirty tarpaulin, etc.),
- if it is not packed according to the applicable packing requirements (e.g. for dangerous articles, human remains, live animals, etc.),
- if special handling instructions cannot be observed,
- if necessary loading accessories and gear are not supplied or are not held available,
- if cargo documentation is not complete or incorrect.

6.1.2. Cargo Documentation

6.1.2.1. Air Waybill (AWB)

Air Waybill means the document entitled "Air Waybill/Air Consignment Note" made out by or on behalf of the shipper to evidence the contract between the shipper and the carrier(s) for transportation of freight over routes of the carrier(s).

The AWB serves as:

- proof of receipt of goods for carriage
- a dispatch note (borderau) on which the documents to accompany and the shipper's special instructions are noted
- an invoice for transportation charges
- an insurance certificate if insurance coverage has been obtained through the intermediary of carrier
- the document for export, transit and import to meet the requirements of custom authorities
- a guide to the carrier's personnel for purposes of handling, dispatching and delivering the consignment

RESPONSIBILITY

6.1.2.2. Cargo Manifest

The Cargo Manifest is the document required for the clearance of cargo as agreed between national governments being members of ICAO, and published in Annex 9 "facilitation". It is generally accepted by all countries served by LTU. Within the Company, the Cargo Manifest is an essential working paper and accounting document.

A Cargo Manifest for airmail is not required (see Chapter 6.12. Air Mail on page 71).

In all cases when no cargo is transported, a "NIL Manifest" must be prepared and carried with the other aircraft documents pertaining to the flight. The manifest heading is filled in as normal, the column "Nature of Goods" carries the "NIL" declaration (no items listed).

The manifest will be prepared according to the following instructions. Deviations according to "Inbound Clearance Procedures of Countries" have to be observed. All entries are made by typewriter or in block letters. Corrections must not interfere with the legibility.

LTU

I.C. A. O. Annex 9

CARGO MANIFEST

1 Owner/Operator: LTU				
2 Marka of Nationality and Registration: D-AMR		3 Flight No.: LT23/10		4 Date: 10.NOV.1991
5 Point of Lading: Bangkok / Thailand		6 Point of Unloading: Munich / Germany		
7 Air Waybill Number	8 Number of Packages	9 Nature of Goods	10 For use by owner or operator only	11 For official use only
DFB002LT 12				
266 0001 1000	37	flowers	483 kg BRMMUC PSR	
PPF004LT 12				
266 0050 0982	53	consol	1834 kg BRMMUC	
TTL	92		2317 kg BRMMUC	
13 Prepared by: <i>Signature</i>				
14 Page 1 of 1 Pages				

figure 2 cargo manifest

Operator (1)

Registration of Aircraft (2)

Flight Number (3)

Date (4)

Point of Lading (5)

place of loading station giving full airport name and country

Point of Unlading (6)

place of unloading giving full airport name and country

Air Waybill (AWB) Number (7)

complete AWB number (prefix and serial number). Segregate serial number in two blocks for better identification by one space

Number of Packages (8)

Nature of Goods (9)

the goods must be described in such a way that they can be clearly recognized. Considering the limited space available, abbreviations must be distinctive in their description; e.g.

Machine Parts (not mach.pts.)

Food Samples (not samples)

Typewriters (not off.mach.)

for specifying the contents regarding dangerous goods (DGR), the IATA Dangerous Goods Regulations must be observed, i.e. the same description as shown in the corresponding AWB must be entered.

For Use by Operator Only (10)

- a) gross weight [kg] in left part of column.
- b) origin and destination in three letter code acc. to the AWB.
- c) for special loads use loadcodes.

IATA Equipment Code No. (12)

Page .. of .. Pages (14)

For Official Use Only (11)

some states require certain statements

Prepared By (13)

RESPONSIBILITY

6.1.3. Cargo Loadplanning

For load planning purposes, the passengers and their baggage as checked in take overall priority.

Planning of cargo load is generally based on the number of passengers booked for each individual flight, but also the following factors have to be considered:

- the number of passengers booked
- the estimated baggage for booked passengers
- the actually booked amount of excess and oversize baggage (e.g. live animals, bicycles, surf boards, large sports gear, etc.)
- the contracted mail load (if any)
- booked cargo load, incl. service cargo
- estimated cargo from free sale with guaranteed carriage.

The operational requirements for the flight take precedence over other considerations.

For load planning or estimated calculations, the following average figures shall be used:

- Passenger baggage, short/medium range - 17 kg/head
- Passenger baggage, long range - 20 kg/head
- Baggage - 170 kg/m³, 1 - 2 pieces
- Mixed mail - 170 kg/m³
- Letter mail - 230 kg/m³
- Parcel mail - 130 kg/m³
- Booked oversize baggage or special commodities - actual known weights
- Booked cargo - actual weights
- Unbooked cargo - 180 kg/m³

RESPONSIBILITY

6.1.4. Determination of Weights

LTU base and all other stations and/or contracted agents guarantee that the weights of cargo and mail loads to be loaded into an aircraft and transmitted to the aircraft handling department are correct.

For determination of cargo and/or mail weights the following methods may be applied:

- Weighing and adding up of weights of individual cargo and/or mail shipments (consignments)

Weighing and adding up of weights of made up parts of positioned cargo and/or mail load, i.e. ULDs, trolleys, pallets, etc.

- Acceptance of weights stated on air waybills, AV-7s or other recognized weighing documents, provided that it has been ascertained, for instance by spot checks, that the stated weights can be accepted as correct.

If none of the above quoted methods can be applied, DUSFBLT cpy DUSOGLT is to be notified and further advice is to be obtained.

The department responsible for aircraft handling is advised to familiarize itself with the methods of weight determination applied at its stations.

6.1.5. Documentation of Weights

- **Unit Loading Devices (ULDs)**

For ULDs, the determined weight shall be entered in the ULD tag.

- **Bulk Load**

The determined net weight shall be entered in the column "Net Weight in kg" in the trolley tag.

- **Confirmation of Weight Determination**

The entries of weight in ULD and/or trolley tags shall be confirmed by the signature of the person responsible for the weight determination. The determined weight shall be transmitted to aircraft operations in form of a written statement, according to local arrangements and facilities. EDP-print-outs, cargo manifests or ULD and/or bulk load statements can be used.

A copy of the form used for transmission of weights shall be filed with the trip file.

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CARGO LOADING

6.2. Cargo Loading

Cargo loading compartments differ in size, contour, size of access doors, compartment equipment, floor bearing strength, restraint possibilities and positions. The differences are between aircraft types, sometimes even within aircraft series, always depending on the manufacturers or the operators requirements.

It is therefore essential to consider aircraft types, their equipment and facilities for carriage of cargo, apart from individual operating characteristics of flight category for the make up of cargo loads. This refers equally to special commodities and layout of aircraft for bulk load and Unit Loading Devices (ULDs) and pallets.

The carriage of passenger baggage, crew baggage, mail, service freight and company cargo as well as special commodities may demand commodity separation, e.g. live animals, human remains, perishable commodities or chemicals, etc.

6.2.1. Unit Load Devices - ULD Procedures

To obtain the weight and the center of gravity of an aircraft, among other items the real weight of cargo and/or mail load shall be determined.

Responsibility for the application of correct cargo and mail weights in the weight and balance calculation and documentation remains entirely with LTU department in charge of aircraft handling and/or its agents and contractors at other stations.

6.2.1.1. ULD Tags

After completion of loading and weighing of pallets and/or containers, an ULD tag shall be completed for each individual ULD. The reverse side of the container/pallet cargo ULD tag is intended or may be used for empty ULD's.

		Container/Pallet	
		ID-CODE: _____	
Contents			
C			
Remarks			
Loaded at	Flight No.	LOADED:	
Transfer at	Flight No.		
		Full	<input type="checkbox"/>
		3/4	<input type="checkbox"/>
		1/2	<input type="checkbox"/>
		1/4	<input type="checkbox"/>
Destination			
Printed in the Federal Republic of Germany			

figure 3 ULD tag - cargo loaded

		INTERNATIONAL AIRWAYS	
DESTINATION	CONTAINER/PALLET		
NET WEIGHT (KG)	ID CODE: _____		
TARE WEIGHT (KG)			
TOTAL (KG) GROSS WEIGHT FOR LOGSHEET PURPOSES			
LOADED AT	FLIGHT	POSITION ON A/C	
TRANSFER AT	FLIGHT	POSITION ON A/C	
CONTENTS: DAUERHAFT DANGEROUS GOODS			
REMARKS			
DANGEROUS GOODS HAVE BEEN CLASSIFIED FOR AIR CARRIAGE IN ACCORDANCE WITH IATA/ICAO			
SIGNATURE _____			

figure 4 ULD DG tag

CARGO LOADING

6.2.1.2. Loading Devices and Accessories

Loading accessories, such as tie-down rings, tie-down straps, lashing rope, supporting planks and platforms, roller platform plastic bags, plastic foil, net bags, pouches and seals for valuable cargo, dry-ice boxes, pot kennels, but also pallets and containers etc. are held available at the stations DUS/MUC and must be requested in case of need in good time before the intended date of shipping.

The request must contain the following data:

- Part number or IATA ID code of the requested item
- The required quantities in units
- Latest arrival date of the material
- Flight number and date for which the material will be used - if known.

6.2.1.3. Provision of Unit Load Devices

All stations served with containerized aircraft hold a standard stock of unit load devices corresponding to the effective scheduled requirements.

Possible changes shall be reported to LTU headquarters container tracing (DUSOCLT).

6.2.1.3. Control of Unit Load Devices

Stocks of unit load devices exceeding the stations' presumed stock shall be returned to DUS/MUC immediately or forwarded to stations as directed by DUSOCLT.

6.2.1.4. Circulation of Loading Material (UCM/LUC)

The described procedure serves the purpose of a centralized circulation and stock control of loading material with the intention to dispose the material to the best operational and economical requirements and to protect valuable company owned/leased property from loss/damage.

All changes of stock of loading material of LTU added to or removed from station inventory will be recorded by an "ULD Control Message" (UCM). LTU material received from or transferred to Third Parties (other airlines, agents or customers) will be controlled by an ULD Control Receipt ("ULD Receipt") together with a telex "Load Unit Control Message"(LUC).

The circulation and stock control are based on IATA Identification Codes, except for pallet nets. It is, however, understood that each pallet is accompanied by the appropriate net. This refers also to pallets where the load is secured by tie-down straps in place of the net. In these cases, the net must be added to the load in order to keep the load unit complete.

If and when loading material with its own IATA ID code is carried, but not permanently attached to the base pallet (e.g. motorcycle pallet, etc.), the ID code of the respective loading material shall be recorded in addition to the code of the base pallet.

CARGO LOADING

6.2.1.4.1. ULD Control Message (UCM)

For every flight operated with containerized aircraft (with ULD Loading System, also in case of cargo trucking, for every truck where ULDs are carried), stock changes of loading material added to or removed from station stock shall be reported to **DUSOCLT** by means of ULD Control Message (UCM). Details for the UCM shall be entered in the form "ULD Control Message" and shall be dispatched immediately after arrival/departure of aircraft or truck.

The responsibility for the correct transmission of the UCM remains with the dispatching station. Therefore, written and transmitted messages shall be cross-checked to avoid discrepancies. In case of discrepancies, correction messages shall be transmitted immediately.

6.2.1.4.2. Load Unit Control Message (LUC)

ALWAYS INSERT ULD IDENTIFICATION NUMBER WHICH IS SHOWN ON THE SIDES OF CONTAINERS OR ENGRAVED IN THE RIM OF A PALLET

MAKE SURE THAT THE LAST TWO POSITIONS ARE THE 2 CHARACTER CODE OF THE OWNER CARRIER

INSERT AIRLINE DESIGNATOR, IF TRANSFERRING PARTY NOT AN AIR CARRIER, INSERT YY FOLLOWED BY NAME OF TRANSFERRING PARTY

INSERT 3-LETTER CODE OF TRANSFER POINT

INSERT DAY THEN MONTH THEN YEAR e.g. 12 JAN 79

INSERT TIME OF TRANSFER (24 HOUR CLOCK)

INSERT AIRLINE DESIGNATOR IF RECEIVING PARTY NOT AN AIR CARRIER, INSERT YY FOLLOWED BY NAME OF RECEIVING PARTY

INSERT THE APPLICABLE CODE NOTE: THE USE OF SER IS OPTIONAL

INSERT 3-LETTER CODE OF FINAL DESTINATION

IF ULD IS EMPTY, INSERT XXX

ULD CONTROL RECEIPT

8 1/4" 210 mm

5 7/8" 148 mm

ADDRESS COPY TO () (=)
ORIGINATOR () (= AIRLINE NAME AND LOGO)
L U C () (=)
DATA ID CODE SERIAL NO. TOWNER
DATE OF TRANSFER DAY MONTH YEAR
TIME LOCAL 24 HOUR CLOCK
RECEIVED BY
CONDITION CODE KEY Serviceable Incomplete/Damaged SER DAM
CONTROL RECEIPT NUMBER
FINAL DESTINATION
CONDITION CODE (=) (=) (=)
TRANSFERRED BY TRANSFER POINT
REMARKS
ULD RELEASED AIR WAYBILL NUMBER
Empty Loaded
ULD SUPPORT EQUIPMENT (Write in amount)
NETS DOORS STRAPS FITTINGS
ULD RETURNED AIR WAYBILL NUMBER
Empty Loaded
ULD SUPPORT EQUIPMENT (Write in amount)
NETS DOORS STRAPS FITTINGS
CUSTOMER ACCOUNT NUMBER
ADDRESS
CUSTOMER - PLEASE NOTE
DEMURRAGE BEGINS Date Time 0001
CUSTOMER/INTERLINE TRANSACTIONS/ULD RELEASED
Receiving Carrier or Customer Signature Date Time
Transferring Carrier or Customer Signature Date Time
CUSTOMER/INTERLINE TRANSACTIONS/ULD RELEASED
Receiving Carrier Signature Date Time
Transferring Customer Signature* Date Time
*CUSTOMER AGREES TO LIABILITY AS SPECIFIED ON REVERSE CARRIER USE ONLY
Excess Time No. of Days Per Day \$
Other Charges Loss Damage \$
TOTAL CHARGES \$

PART 1 TRANSFERRING CARRIER CONTROL CENTRE (WHITE)
PART 2 FOR RECEIVING CARRIER OR CUSTOMER (GREEN)
PART 3 TRANSFERRING CARRIER FIELD OFFICE (FILE COPY) (PINK)

figure 5 load unit control message (LUC)

For short releases of ULDs to customers or agents, a "ULD Control Receipt" shall be completed for the purpose of local control. A telex LUC message shall not be sent.

CARGO LOADING

6.2.1.4.3. Stock Control of Unit Load Devices

All stations holding LTU ULDs in stock are requested to send once a week (on Sunday or Monday) a station inventory to DUSOCLT by telex. These telexes are the basis of a computerized ULD Control System.

6.2.1.5. Damage of Unit Load Devices

In case of damaged ULDs, inform **DUSOCLT** and send ULDs ASAP to DUS or as directed by DUSOCLT.

6.2.2. Pallet Loading

6.2.2.1. Loading Principles for Pallet Build-up

A complete ULD consists of the pallet and the net. The net is an integral part of the aircraft restraint system. The pallet and the net are approved by the airworthiness authority as one unit, therefore only those nets approved with specified pallets may be used together.

Before loading pallet units, the serviceability of the material shall be checked.

Pallets shall be build-up only, placed on pallet dollies or on other roller equipped loading form.

All shipments loaded on one pallet must be bound for the same station of unloading. As far as possible, transfer cargo should be loaded on separate pallets to avoid sorting at the point of unloading. All pieces of one shipment shall be loaded on one platform, if possible.

Heavy and/or strongly packed items shall be placed on the bottom. They should be stowed as near to the center of the pallet as possible.

Lighter items shall be distributed over heavy cargo. This arrangement will decrease the possibility of damage and ensures that the center of gravity of the pallet remains within the prescribed limits.

All parts of the load shall be stowed as evenly as possible on top of each other to prevent slipping of the whole load. Small items shall be properly secured on the pallet to avoid sliding through the pallet net meshes.

The loading area of a pallet is confined by the contour unit or by the tie-down track at the edge of a pallet respectively. The net attachment fittings shall always be kept free from load and shall be easily accessible.

Aircraft related limitations (compartment cross section, door height, maximum capacity) as well as load limitations of unit load devices shall be considered accordingly for pallet loading.

For details see chapter 1.1. A320-214, 1.3. (B767-300ER) or 1.4. (A330-200/A330-300).

When pallet build-up is completed, the load has to be secured to the pallet by means of a pallet net and/or straps.

Each fitting for attaching the net to the pallet is designed to take a certain load. Therefore, all fittings must be secured to their corresponding place on the pallet.

Tension of tie-down equipment must be sufficient; overtension must be avoided as it may cause the pallet edge rails to bend up, which eventually complicates transport and locking with the aircraft loading system.

In order to avoid damage caused by water, loads on pallets susceptible to moisture shall be covered with plastic foil. Pallets containing live animals (other than fish and mollusks), flowers, fruit or vegetables are except from this regulation. These shipments may be protected from rain during the transport to and from the aircraft, using plastic foil drawn over the net. However, the foil sheet has to be removed before loading the pallet into the aircraft.

The bottom of the pallets shall be covered with plastic foil if the first layer of loaded goods should be susceptible to moisture. The sheet of foil shall be large enough to wrap the first layer.

Accumulation of water or snow shall be removed from the pallet load before loading into the aircraft.

CARGO LOADING

6.2.2.2. Contour of Pallet Load

Pallet load shall be shaped in a way that it suits the compartment cross section. This is guaranteed with special contour units respectively pallet contour frames.

The maximum height of 64" shall never be exceeded. The installed fire fighting system requires the remaining space.

The contour limitations can be taken from chapter 1.1. (A320-214), 1.3. (B767-300ER) or 1.4. (A330-200/A330-300).

6.2.2.3. Securing of Pallet Load

The load shall normally be secured by a pallet net. The net will be attached to the pallet by net attachment fittings, which will be snapped into the track profile at marked points. All nets are designed to secure the maximum permissible load against 3 G in all directions.

Instead of pallet nets, straps or ropes may also be used for an individual lashing. However, the following dispositions must be observed:

- The straps or ropes must be attached in the area of the marked net attachment point at the edge rail of the pallet.
- In the area of a net attachment point, only one strap or rope for each directional force may be attached.
- The unused net shall be forwarded together with the secured load.

6.2.2.4. Pallet Stacks

Pallet stacks can be carried according to the following procedure:

- Locking of bottom pallet by means of regular aircraft locking devices.
- Tie-down to base (bottom) pallet:
 - a) for stacks up to 24 pallets including bottom pallet use eight straps, four across and four longitudinally in order to prevent individual pallets from turning free.
 - b) For stacks from 25 to 40 pallets including the bottom pallet use a pallet net.
 - c) Cargo loads on pallet stacks have to be secured additionally under observation of the tie-down procedures to the bottom pallet.
- Supporting of the pallet stack on the base pallet by means of either:
 - four stacks with three supporting planks each
 - or
 - three stacked supporting platforms positioned in the center (heavy item pallets)
 - or
 - three adjacent Euro-Pallets
 - or
 - any other equivalent supporting materialin order to allow proper locking in the aircraft.

The aircraft compartment contour and/or the maximum load limitations of the pallet position must be observed.

For details refer to chapter 1.1. (A320-214), 1.3. (B767-300ER) or 1.4. (A330-200/A330-300).

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CARGO LOADING

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CARGO LOADING

6.2.3. Container Loading

6.2.3.1. Loading Principles for Containers

Container doors put on the roof shall be secured against falling down by attaching the hook on the strap to the ring fitted on the container roof.

A container shall be exclusively filled with baggage, cargo or mail. Mixing of loads must be avoided. A LMC container may be the only exception.

Heavy items should be loaded on pallets or, if unavoidable, on the bottom of a container.

Containers with heavy loading must be handled with extreme care in order to avoid damage to the container.

The outer loading limit in the door area is indicated by the metal edge of the base.

After loading has been finished, the container doors shall be closed and locked. In case of flexible reinforced doors, each strut must be checked for proper fitting in the lock.

The height of the containers does not permit further loading on their top. Never attempt to stow flat cargo on top of a container!

6.2.3.2. Securing within Load Container

Inside lashing is required if

- pieces with high individual weight or cargo which is sensitive against jolts and tilting are loaded as single items,
- the container is not filled up to 2/3 of its loading height and mainly small pieces with a comparatively high individual weight (high density cargo) are loaded. In this case, planks shall be spread across all items in order to ensure an efficient lashing of the total load.

In case of doubt, a decision should always be made in favor of lashing

Inside lashing is performed by means of tie-down track segments positioned at the base and the interior side panels of the container. For lashing the standard capacity tie-down equipment is applicable.

Inside lashing is not required for:

- completely filled containers, applicable even if heavy items are stored amongst the load,
- containers which are at least loaded up to 2/3 of their loading height. They are considered as completely filled.
- containers which are not completely filled, provided the load consists mainly of large pieces with a comparatively low individual weight (low density cargo).

CARGO LOADING

6.2.4. Cabin Load

LTU will generally not accept cabin load of commercial or non-commercial cargo while carrying passengers, with the exception of:

- stretchers under special circumstances and only with proper stretcher equipment,
- live animals as baggage up to published weights and sizes,
- live human organ (LHO),
- CoMail in small quantities (care of CDC/purser)

6.2.4.1. Cabin Load of Bulk Cargo

LTU may, carry cargo in the cabin, provided the seat units can be restored in the cabin and space made available for bulk load of cargo. In such exceptional cases, the floor load restrictions and restraint point capacities must be strictly observed. The performance department of flight operations (SITA: **DUSNVL** *ATTN Performance*) is to be consulted for advice and instructions in each case before the date of shipping.

DANGEROUS GOODS

6.3. Dangerous Goods

LTU's policy for the carriage of dangerous goods is based on the published IATA Dangerous Goods Regulations. Unless otherwise stated and specified in this chapter, the IATA regulations will apply.

In consideration of the basic characteristics of LTU's flight operations - being the transportation of passengers and their baggage - the Company restricts itself from the **general** carriage of dangerous goods.

Several dangerous goods items may be accepted, provided the following procedure is complied with:

- dangerous goods can be accepted subject to air cargo only
- all dangerous goods must be approved by telex from cargo department DUSFBLT
- all persons accepting dangerous goods must be qualified and licensed according to IATA requirements and up to date with the current IATA regulations
- a handling advice for every dangerous goods material must be sent to all departments concerned (from DUSFBLT)
- all dangerous goods must be properly packed
- all dangerous goods must be secured safely on board a LTU aircraft by adequate lashing material
- all dangerous goods must be inspected prior to onloading for any leakage or damage
- the proper conditions must be reported (NOTOC) to the Pilot in Command
- any package with dangerous goods which appears to be damaged or leaking must be removed from the aircraft and safe disposal arranged
- in case of leakage, it must be ensured that the remainder of the consignment is undamaged, and that no other load has been contaminated
- all dangerous goods must be inspected directly after unloading for any leakage or damage, and must be confirmed on the incoming NOTOC by the signature of the rampagent
- a copy of all documents (TLXs, Dangerous Goods Acceptance Check Sheet, Shipper's Declaration, AWB, and NOTOC) shall be filed with all departments concerned
- every incident with dangerous goods must be reported immediately to the cargo department DUSFBLT and DUSOTLT, which, in turn, will inform the Civil Aviation Authorities

The following dangerous goods will never be accepted for carriage on board of any aircraft:

- Class 7, radioactive material
- ULDs built up by the shipper shall not be accepted when containing other dangerous goods items than cosmetics and/or medicines, prepared according to packing instruction 910, or dry ice (ICE) used for refrigerant for other than dangerous goods.
- Dangerous Goods allowed for freighters only (CAO) or packed according to the packing instructions for cargo aircraft only (CAO) shall not be transported.

If a dangerous goods shipment is limited per hold or compartment (e.g. USG/ICE/RSB), the following nomenclature for inaccessible cargo compartments apply:

A320-232/-214	FWD hold (compartment 1)	AFT hold (compartment 3 and 4 incl. Bulk/5)
B757-200	FWD hold (compartment 1 and 2)	AFT hold (compartment 3 and 4)
B767-300	FWD hold (compartment 1 and 2)	AFT hold (compartment 3 and 4 incl. Bulk/5)
A330-200/-300	FWD hold (compartment 1 and 2)	AFT hold (compartment 3 and 4 incl. Bulk/5)

Only two freight compartments/holds are available for segregation of goods or for any limitations (e.g. flights to/from USA or limit of RSB/ICE)

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DANGEROUS GOODS

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DANGEROUS GOODS

6.3.1. Hazard Classification

Dangerous Goods are divided into nine different hazard classes. Some hazard classes are further subdivided into hazard divisions due to the wide scope of the class.

The order in which they are numbered is for convenience and does not imply a relative degree of danger.

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 articles having a mass explosion hazard
- Division 1.6 - extremely insensitive articles which do not have a mass explosion hazard

Class 2 Gas

- Division 2.1 - flammable gas
- Division 2.2 - non-flammable, non-toxic gas
- Division 2.3 - toxic gas

Class 3 Flammable Liquid

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 (poisonous) and Infectious Substances

- Division 6.1 - toxic substances
- Division 6.2 - infectious substances

Class 7 Radioactive Material

Class 8 Corrosives

Class 9 Miscellaneous Dangerous Goods

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DANGEROUS GOODS

6.3.2. Markings and Identification

6.3.2.1. Hazard Labels

The label identifying the **primary hazard** of the dangerous goods must bear the class or division number as appropriate in the bottom corner of the label.

Until 30 June 2001 a label identifying a **subsidiary risk** must not show the class or division number and this number must be obliterated if already included.

Effective 1 July 2001 all hazard labels (primary and subsidiary hazard labels) **must show the class number.**

All labels (hazard and handling labels) used on packages of dangerous goods must conform, in shape, color, format, symbol and text to the specimen designs of IATA DGR (Subsection 7.3).

Text on hazard labels is not required but may be additionally printed on the lower half of the label.

6.3.2.1.1. Class 1 - Explosive (Division 1.1, 1.2, 1.3, 1.4 (except 1.4S), 1.5, 1.6)

cargo IMP code: REX, RCX, RGX, RXB, RXC, RXD, RXE, RXG
as applicable

minimum dimensions: 100x100mm color: orange

Note: forbidden for air transportation or allowed only on cargo aircraft (CAO)

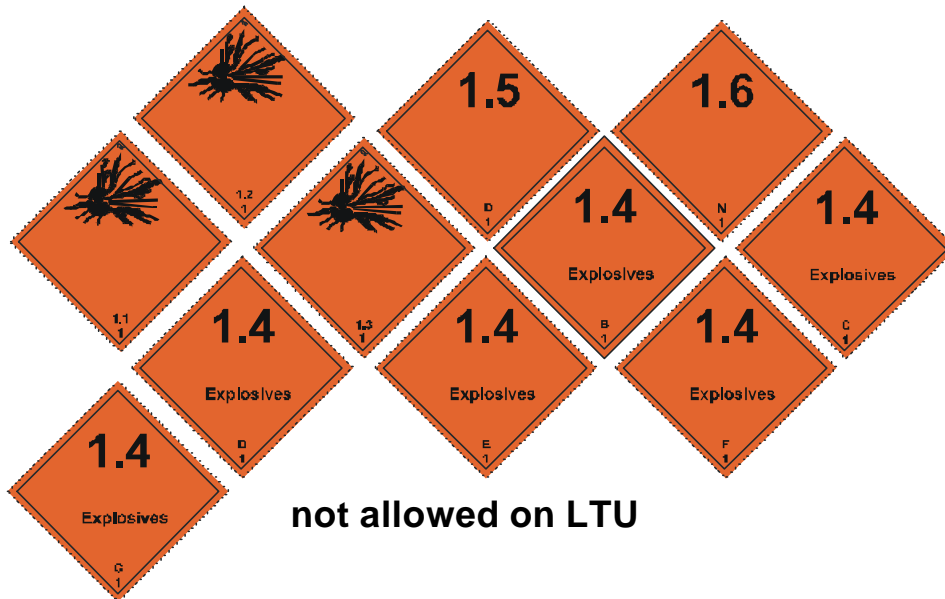


figure 6 hazard labels - explosive

6.3.2.1.2. Class 1 - Explosive (Division 1.4S)



figure 7 hazard label - explosive 1.4S

Explosive in Division 1.4 Compatibility Group S
substances and articles which present no significant hazard

cargo IMP code: RXS

minimum dimensions: 100x100mm

color: orange

Note: the numerals "1.4" printed on the label must be at least 30 mm in height and 5 mm wide

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6.3.2.1.3. Class 2 - Flammable Gas (Division 2.1)



figure 8 hazard label - flammable gas

cargo IMP code: RFG

minimum dimensions: 100x100mm

color: red

6.3.2.1.4. Class 2 - Non-Flammable, Non-Toxic Gas (Division 2.2)



figure 9 hazard label - non-flammable, non-toxic gas

cargo IMP code: RNG, RCL as applicable

minimum dimensions: 100x100mm

color: green

Note: RCL packages must be labelled with an additional cryogenic liquid handling label (see 6.3.2.2.4. Cryogenic Liquid)

6.3.2.1.5. Class 2 - Toxic Gas (Division 2.3)

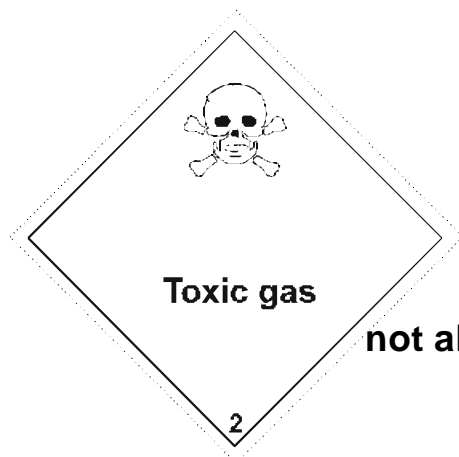


figure 10 hazard label - toxic gas

cargo IMP code: RPG

minimum dimensions: 100x100mm

color: white

not allowed on LTU

DANGEROUS GOODS

6.3.2.1.6. Class 3 - Flammable Liquid



cargo IMP code: RFL

minimum dimensions: 100x100mm

color: red

figure 11 hazard label - flammable liquid

DANGEROUS GOODS

6.3.2.1.7. Class 4 - Flammable Solid (Division 4.1)



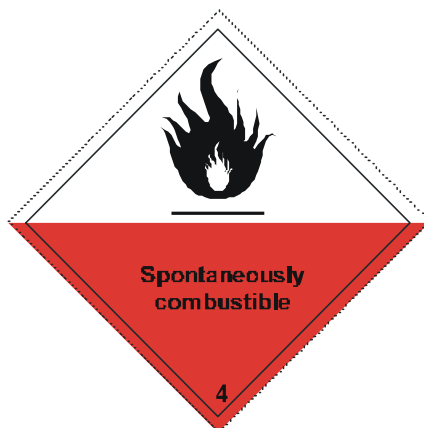
cargo IMP code: RFS

minimum dimensions: 100x100mm

color: red/white

figure 12 hazard label - flammable solid

6.3.2.1.8. Class 4 - Substance Liable to Spontaneous Combustion (Division 4.2)



cargo IMP code: RSC

minimum dimensions: 100x100mm

color: white/red

figure 13 hazard label - spontaneous combustion

6.3.2.1.9. Class 4 - Substance which in Contact with Water emit Flammable Gases (Division 4.3)



cargo IMP code: RFW

minimum dimensions: 100x100mm

color: blue

figure 14 hazard label - dangerous when wet

DANGEROUS GOODS

6.3.2.1.10. Class 5 - Oxidizing Substance (Division 5.1)



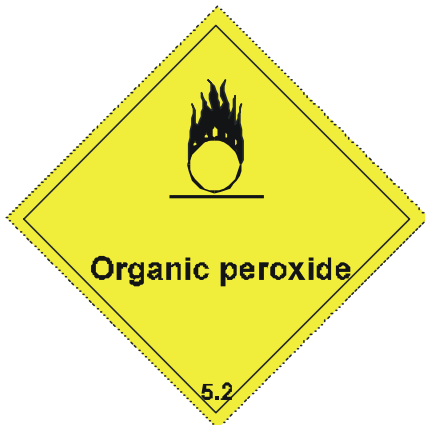
cargo IMP code: ROX

minimum dimensions: 100x100mm

color: yellow

figure 15 hazard label - oxidizer

6.3.2.1.11. Class 5 - Organic Peroxide (Division 5.2)



cargo IMP code: ROP

minimum dimensions: 100x100mm

color: yellow

figure 16 hazard label - organic peroxide

6.3.2.1.12. Class 6 - Toxic Substance (Division 6.1)

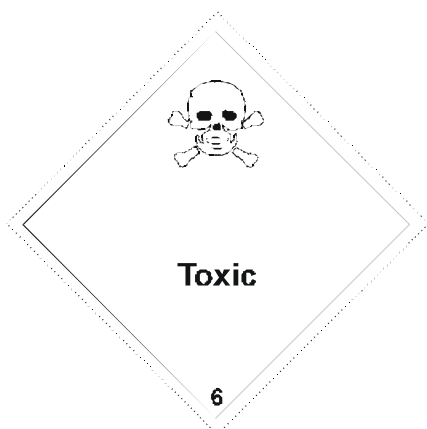


figure 17 hazard label - toxic

cargo IMP code: RPB

minimum dimensions: 100x100mm

color: white

Note: For packages containing solid or liquid poisonous or toxic substances.

6.3.2.1.13. Class 6 - Infectious Substance (Division 6.2)



figure 18 hazard label - infectious substance

cargo IMP code: RIS

minimum dimensions: 100x100mm

color: white

Note: for small packages the label dimensions may be 50 x 50 mm

DANGEROUS GOODS

6.3.2.1.14. Class 7 - Radioactive (Category I - White)



cargo IMP code: RRW

minimum dimensions: 100x100mm

color: white

not allowed on LTU

figure 19 hazard label - radioactive - I White

6.3.2.1.15. Class 7 - Radioactive (Category II - Yellow)



cargo IMP code: RRY

minimum dimensions: 100x100mm

color: yellow/white

not allowed on LTU

figure 20 hazard label - radioactive - II Yellow

6.3.2.1.16. Class 7 - Radioactive (Category III - Yellow)



cargo IMP code: RRY

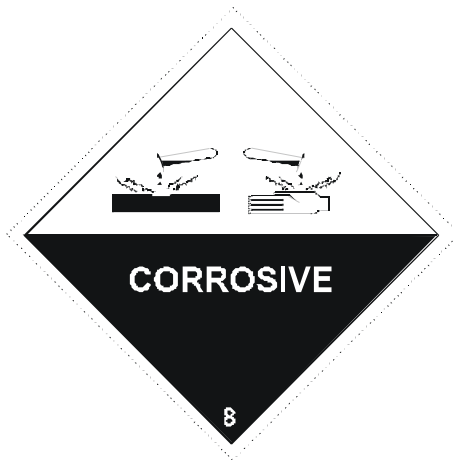
minimum dimensions: 100x100mm

color: yellow/white

not allowed on LTU

figure 21 hazard label - radioactive - III Yellow

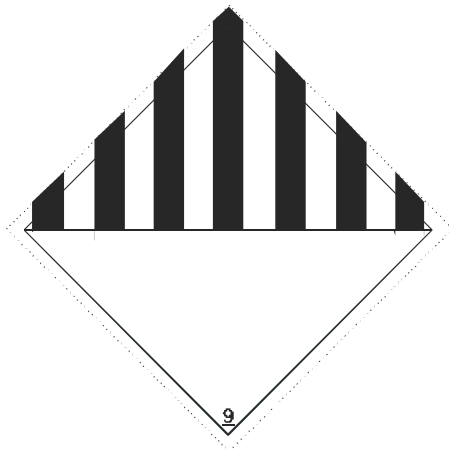
6.3.2.1.17. Class 8 - Corrosive



cargo IMP code: RCM
minimum dimensions: 100x100mm
color: white/black

figure 22 hazard label - corrosive

6.3.2.1.18. Class 9 - Miscellaneous Dangerous Goods



cargo IMP code: RMD, RSB, ICE as applicable
minimum dimensions: 100x100mm
color: white/black

figure 23 hazard label - miscellaneous

*DA*NGEROUS *GO*ODS

6.3.2.2. Handling Label

6.3.2.2.1. Magnetized Material (MAG)

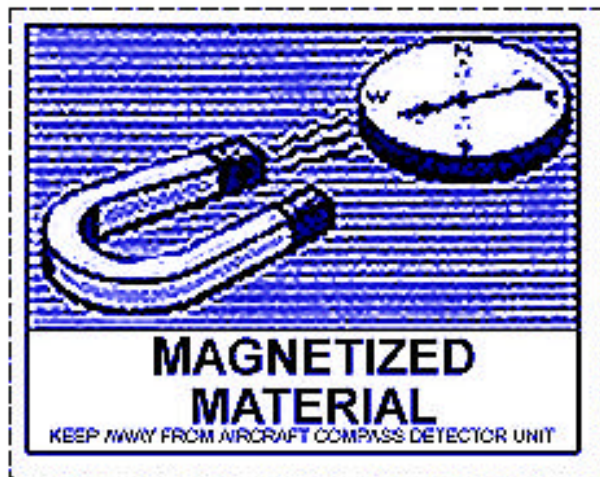


figure 24 handling label - magnetized material

cargo IMP code: **MAG**

minimum dimensions: **90x110mm**

color: **blue/white**

Note: This handling label replaces the "MISCELLANEOUS DANGEROUS GOODS" hazard label for a package with magnetized material.

6.3.2.2.2. Cargo Aircraft Only (CAO)

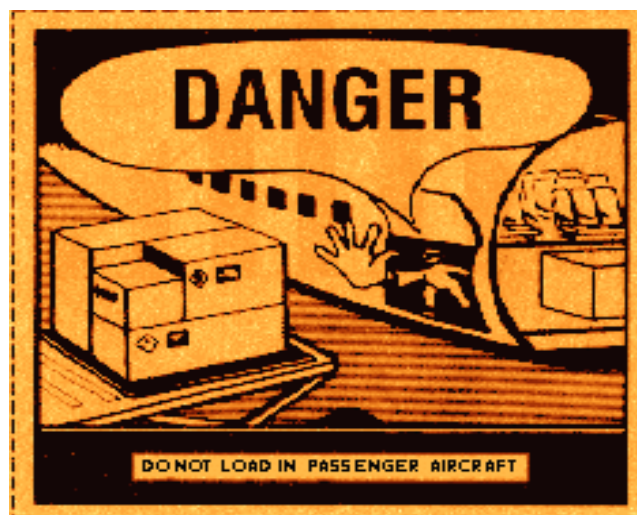


figure 25 handling label - cargo aircraft only (CAO)

cargo IMP code: **CAO**

minimum dimensions: **110x120mm**

color: **orange/black**

not allowed on LTU

DA N G E R O U S G O O D S

6.3.2.2.3. Package Orientation (This Way Up)

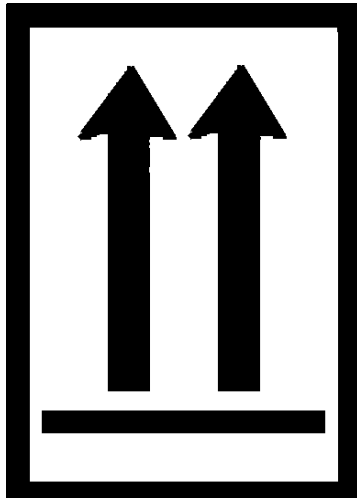


figure 26 handling label - this way up

minimum dimensions: 74x105mm

color: red or black on a contrasting background

Note: for liquid dangerous goods in combination packagings (on two opposite sides)

6.3.2.2.4. Cryogenic Liquid (RCL)

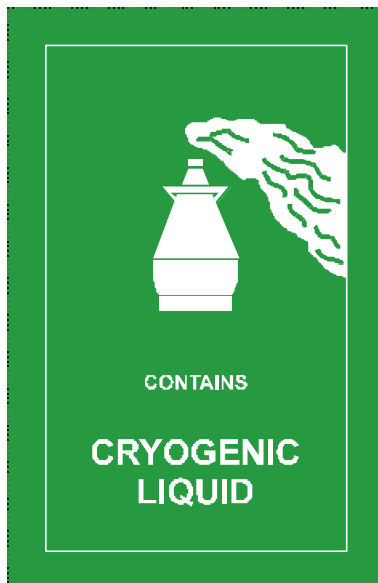


figure 27 handling label- cryogenic liquid

cargo IMP code: RCL

minimum dimensions: 74x105mm

color: green

Note: This handling label must be affixed to a package containing cryogenic liquids (refrigerated liquefied non flammable gases) additionally to the "NON-FLAMMABLE GAS" hazard label (see 6.3.2.1.4. Class 2 - Non-Flammable, Non-Toxic Gas (Division 2.2))

DANGEROUS GOODS

6.3.3. Acceptance of Dangerous Goods

Any request for the transportation of dangerous goods must be directed to cargo DUS (DUSFBLT). **Only the cargo department is authorized to give the approval for the acceptance of dangerous goods under the Company provisions.**

If solid, liquid or gaseous materials with hazardous characteristics or items containing such materials are offered for air transportation, the acceptability has to be checked with the help of the alphabetical list in the current section 4 of the IATA Dangerous Goods Manual. If this type of commodity is not specifically named there, the applicable "n.o.s." entry, as explained exactly in the IATA regulations, has to be taken.

If an article or substance contains a chemical which could be suspected of being dangerous, but does not meet the criteria for any of the hazard classes or divisions, it may be transported as not restricted if the words "Not Restricted" (no abbreviations) are included in the description of the article or substance on the Air Waybill to indicate that it has been checked.

You may be confronted with an article or package showing a warning symbol or consumer warning label. The article or substance contained in the package may not necessarily meet the criteria for classification defined by the IATA Dangerous Goods Regulations. Clarifications should be obtained from the shipper and DUSFBLT, if required, before accepting the package as "not restricted".

The Shipper's Declaration must show the UN-number and proper shipping name, the net quantity per package, hazard class, packing instruction and the used packing material as well as complete addresses of the shipper and consignee.

The acceptance control must not be confined to the check of the documentation. The packages have to be checked as well. They must be checked for proper labeling (hazard label(s), markings, handling label(s) as required and their condition). Damaged or not properly packed shipments must be refused.

Every employee in charge of cargo acceptance is obliged to check carefully all shipments for goods which are subject to the IATA Dangerous Goods Regulations. Same applies to shipments being transferred by other carriers to LTU. Goods may only be carried if it has been made certain that, either these are not subject to the Dangerous Goods Regulations or, if dangerous, that the package(s) and accompanying documents fully meet the requirements of the IATA Dangerous Goods Regulations. Staff accepting dangerous goods must be **qualified and licensed** according to IATA requirements and up-to-date with the current IATA Dangerous Goods Regulations.

In case of doubt, shipments must not be accepted.

As an aid or guidance for the acceptance or refusal of dangerous goods shipments, the "Dangerous Goods Acceptance Check Sheet" has to be used.

If LTU is handled by other airlines which are member of IATA or by an IATA Handling Agent, equivalent check sheets are acceptable.

A copy of the completed check sheet has to accompany the shipping documents during the entire period of transport.

DANGEROUS GOODS

6.3.4. Handling Advice for Dangerous Goods

For every Dangerous Goods item accepted and approved by LTU cargo DUSFBLT, a handling advice must be sent to all concerned departments of origin, transit stations and destinations.

The handling advice for dangerous goods must include:

- date and flight number of shipment
- number of AWB
- proper shipping name and UN/ID number
- number of pieces and net weights
- for operations with a containerized aircraft, type and number of ULD
- IMP Code
- drill code
- special handling, if required

Specimen of the handling advice for dangerous goods:

```
zczc
qd mucfbt mucgolt dusoolt dushqtl dusffxh cunin7x cuntolt cunffco
.dusfbt 201630nov93/xxx
handling advice for dangerous goods
o/b lt8403/21 and lt410/21 muc-dus-cun dgr transpo under
awb 266-0042 3382 one motorbike
proper shipping name: engine, internal combustion un3166
weight net: 300kg
build on paj9001lt
imp code: rmd - miscellaneous dangerous goods
drill code: 91
no special handling required
=
```

nnnn

DANGEROUS GOODS

6.3.5. Documentation for Dangerous Goods

6.3.5.1. Shipper's Declaration for Dangerous Goods


SHIPPER'S DECLARATION FOR DANGEROUS GOODS													
Shipper	Air Waybill No Page of Pages Shipper's Reference Number												
Consignee													
<i>Two completed and signed copies of this Declaration must be handed to the operator</i>													
TRANSPORT DETAILS This shipment is within the limitations prescribed for: <i>(delete non-applicable)</i>	WARNING Failure to comply in all respects with the applicable Dangerous Goods Regulations may be in breach of the applicable law, subject to legal penalties. This Declaration must not, in any circumstances, be completed and/or signed by a consolidator, a forwarder or an IATA cargo agent.												
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="font-size: x-small; text-align: center;">PASSENGER AND CARGO AIRCRAFT</td> <td style="font-size: x-small; text-align: center;">CARGO AIRCRAFT ONLY</td> </tr> </table> </td> <td style="width: 50%; vertical-align: top;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Airport of Departure</td> <td style="width: 50%;"></td> </tr> </table> </td> </tr> </table>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="font-size: x-small; text-align: center;">PASSENGER AND CARGO AIRCRAFT</td> <td style="font-size: x-small; text-align: center;">CARGO AIRCRAFT ONLY</td> </tr> </table>	PASSENGER AND CARGO AIRCRAFT	CARGO AIRCRAFT ONLY	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Airport of Departure</td> <td style="width: 50%;"></td> </tr> </table>	Airport of Departure		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Shipment type: <i>(delete non-applicable)</i></td> <td style="width: 50%;"></td> </tr> <tr> <td style="text-align: center;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="font-size: x-small;">NON-RADIOACTIVE</td> <td style="font-size: x-small;">RADIOACTIVE</td> </tr> </table> </td> <td></td> </tr> </table>	Shipment type: <i>(delete non-applicable)</i>		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="font-size: x-small;">NON-RADIOACTIVE</td> <td style="font-size: x-small;">RADIOACTIVE</td> </tr> </table>	NON-RADIOACTIVE	RADIOACTIVE	
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NON-RADIOACTIVE	RADIOACTIVE												
NATURE AND QUANTITY OF DANGEROUS GOODS <i>Proper Shipping Name, Class, UN Number or Identification Number, number of packages, packing instructions and all other required information as detailed in sub-Section 8.1 of IATA Dangerous Goods Regulations</i>													
Additional Handling Information													
I hereby declare that the contents of this consignment are fully and accurately described above by proper shipping name and are classified, packed, marked and labelled, and are in all respects in the proper condition for transport by air according to the applicable International and National Government Regulations.	Name/Title of Signatory Place and Date Signature <i>(see warning above)</i>												

figure 28 shipper's declaration for dangerous goods

DANGEROUS GOODS

6.3.5.2. Dangerous Goods Acceptance Check Sheet

DANGEROUS GOODS ACCEPTANCE CHECK SHEET



	YES	NO	N/A
A. Documentation			
a) Air Waybill			
1. Dangerous Goods as per attached Shipper's Declaration?	<input type="checkbox"/>	<input type="checkbox"/>	
2. Is the applicable DGR fee correctly marked under "other charges" and added to the "total other charges Due Carrier" – amount on LT-AWB's?	<input type="checkbox"/>	<input type="checkbox"/>	
b) Shipper's Declaration			
3. Shipper's Declaration in duplicate and at least one of the used languages is English?	<input type="checkbox"/>	<input type="checkbox"/>	
4. Are the shipper's and consignee's names and addresses shown?	<input type="checkbox"/>	<input type="checkbox"/>	
5. If the AWB-number, the number of pages and the full name of Airport or City of Departure and Destination are not shown, enter them.	<input type="checkbox"/>	<input type="checkbox"/>	
6. Is the "Cargo Aircraft Only" box deleted?	<input type="checkbox"/>	<input type="checkbox"/>	
7. Is the shipment type box "radioactive" deleted?	<input type="checkbox"/>	<input type="checkbox"/>	
8. Correct proper shipping name(s) used for each article?	<input type="checkbox"/>	<input type="checkbox"/>	
9. Correct Hazard Class and (if relevant) Division number?	<input type="checkbox"/>	<input type="checkbox"/>	
10. Correct UN/ID number for each article preceded by the prefix?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Corresponding subsidiary risk (if additional labeling is required)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. (If relevant) Indication of use of overpack?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Correct number of Packing Instruction and Packing Group?	<input type="checkbox"/>	<input type="checkbox"/>	
14. Correct number and type of packages?	<input type="checkbox"/>	<input type="checkbox"/>	
15. Quantity (net or gross, as applicable) per package?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. If required are all requested government permits included?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Name/title, place, date and signature?	<input type="checkbox"/>	<input type="checkbox"/>	
B. Packages			
18. Correct label(s) affixed to each package?	<input type="checkbox"/>	<input type="checkbox"/>	
19. Does the primary hazard label show the UN-Class number?	<input type="checkbox"/>	<input type="checkbox"/>	
20. Is no Cargo Aircraft Only (CAO) handling label affixed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Are arrow labels (This Side UP) affixed for all liquid dangerous goods?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Are the names and addresses of the shipper and consignee and the proper shipping name and the corresponding UN/ID number marked?	<input type="checkbox"/>	<input type="checkbox"/>	
23. Is the package marked with all appropriate specification package markings and have all irrelevant marks and labels been removed?	<input type="checkbox"/>	<input type="checkbox"/>	
24. If overpack is used is it marked with "Inner Packages comply with prescribed Specifications"?	<input type="checkbox"/>	<input type="checkbox"/>	
25. Are the packages in proper condition and in compliance with the packing instruction used?	<input type="checkbox"/>	<input type="checkbox"/>	
C. Others			
26. Compliance of all docs, package marking(s) and label(s) with all applicable government variations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27. Does the Emergency Response Telephonenumber as required by USG-17 appear on the Shipper's Declaration?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Shipper/Agent: _____

After checking all 27 items this shipment is:

acceptable: _____ not acceptable: _____
please return a copie of this sheet to the shipper

Comments/additional information: _____

checked by: _____ department

signature _____ date

AWB-No. _____ Orig. _____ DEST. _____

Distribution key:
Original: attached to Shipper's Declaration
Copy: gels Cargo Department
Copy: rosa Station File

DANGEROUS GOODS

6.3.5.3. Air Waybill (AWB)

Air Waybill(s) accompanying dangerous goods consignment(s) must include one of the following statements in the "handling information" box:

- for a passenger aircraft shipment:

Airport of Destination		Flight/Date For Carrier Use Only / Flight/Date		Amount of Insurance		INSURANCE - If carrier offers insurance, and such insurance is requested in accordance with the conditions thereof, indicate amount to be insured in figures in box marked "Amount of Insurance".	
Handling Information							
Dangerous Goods as per attached Shipper's Declaration							SCI
No. of Pieces RCP	Gross Weight	kg	Rate Class Commodity Item No.	Chargeable Weight	Rate / Charge	Total	Nature and Quantity of Goods (incl. Dimensions of Volume)
							Chemicals

figure 30 AWB handling information - dangerous goods as per attached shipper's declaration

- for a shipment containing dangerous goods and non-dangerous goods:

Airport of Destination		Flight/Date For Carrier Use Only / Flight/Date		Amount of Insurance		INSURANCE - If carrier offers insurance, and such insurance is requested in accordance with the conditions thereof, indicate amount to be insured in figures in box marked "Amount of Insurance".	
Handling Information							
5 Packages Dangerous goods as per attached Shipper's Declaration							SCI
No. of Pieces RCP	Gross Weight	kg	Rate Class Commodity Item No.	Chargeable Weight	Rate / Charge	Total	Nature and Quantity of Goods (incl. Dimensions of Volume)
25							Household goods

figure 31 AWB handling information - dangerous goods and non-dangerous goods

- for a consolidated shipment containing dangerous goods:

Airport of Destination		Flight/Date For Carrier Use Only / Flight/Date		Amount of Insurance		INSURANCE - If carrier offers insurance, and such insurance is requested in accordance with the conditions thereof, indicate amount to be insured in figures in box marked "Amount of Insurance".	
Handling Information							
Dangerous goods as per attached Shipper's Declaration 7 Pkgs							SCI
No. of Pieces RCP	Gross Weight	kg	Rate Class Commodity Item No.	Chargeable Weight	Rate / Charge	Total	Nature and Quantity of Goods (incl. Dimensions of Volume)
30							Consolidated shipment as per attached list.

figure 32 AWB handling information - dangerous goods in a consolidated shipment

- consignment containing dangerous goods for which a shipper's declaration is not required:

Airport of Destination		Flight/Date For Carrier Use Only / Flight/Date		Amount of Insurance		INSURANCE - If carrier offers insurance, and such insurance is requested in accordance with the conditions thereof, indicate amount to be insured in figures in box marked "Amount of Insurance".	
Handling Information							
Dangerous Goods - Shipper's Declaration not required							SCI
No. of Pieces RCP	Gross Weight	kg	Rate Class Commodity Item No.	Chargeable Weight	Rate / Charge	Total	Nature and Quantity of Goods (incl. Dimensions of Volume)
							Frozen Fish Carbon dioxide, solid 9 UN 1845 III 2 x 40 kg 904

figure 33 AWB handling information - shipper's declaration not required

- consignment containing dangerous goods in excepted quantities:
(see 6.3.5.5. Dangerous Goods in Excepted Quantities for details)

Airport of Destination		Flight/Date For Carrier Use Only / Flight/Date		Amount of Insurance		INSURANCE - If carrier offers insurance, and such insurance is requested in accordance with the conditions thereof, indicate amount to be insured in figures in box marked "Amount of Insurance".	
Handling Information							
							SCI
No. of Pieces RCP	Gross Weight	kg	Rate Class Commodity Item No.	Chargeable Weight	Rate / Charge	Total	Nature and Quantity of Goods (incl. Dimensions of Volume)
							Dental Kit - Dangerous Goods in Excepted Quantities

figure 34 AWB nature and quantity of goods - dangerous goods in excepted quantities

- Note:** consignments for cargo aircraft (CAO) - **dangerous goods as per attached shipper's declaration - cargo aircraft only** - are strictly prohibited.

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DANGEROUS GOODS

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DANGEROUS GOODS

The reverse side of the Notification to Captain (NOTOC) shows all IMP codes (load codes) concerning dangerous goods:

Code	Name	Class	Code	Name	Class
CAO	Cargo Aircraft Only	-	ROP	Organic Peroxide	5
ICE	Dry Ice	9	ROX	Oxidizer	5
MAG	Magnetized Material	9	RPB	Poison	6
RCL	Cryogenic Liquid	2	RPG	Poisonous Gas	2
RCM	Corrosive	8	RRW	Radioactive White	7
REX	Explosive 1.1, 1.2, 1.3, 1.4.F, 1.5	1	RRY	Radioactive Yellow	7
RFG	Flammable Gas	2	RSB	Polystyrene Beads	9
RFL	Flammable Liquid	3	RSC	Spontaneously Combustible	4
RFS	Flammable Solid	4	RXB	Explosive 1.4 B	1
RFW	Dangerous When Wet	4	RXC	Explosive 1.4 C	1
RHF	Harmful – Stow away from foodstuffs	6	RXD	Explosive 1.4 D	1
RIS	Infectious Substance	6	RXE	Explosive 1.4 E	1
RMD	Miscellaneous Dangerous Goods	9	RXG	Explosive 1.4 G	1
RNG	Non-flammable Gas	2	RXS	Explosive 1.4 S	1

figure 36 reverse side of NOTOC - load codes for dangerous goods

6.3.5.4.1. Responsibilities of Issuing and Handling of NOTOC

The NOTOC shall be prepared by cargo department completely except the loading position. For shipments with planned connecting flights or crew changes the appropriate amount of NOTOCs should be prepared for the entire transportation. All documents shall be handed over to **loadcontrol**, which in turn complete the loading position according the loading instruction.

The ramp agent at originating station must make a final visual check and shall confirm with his signature that there is no evidence that any damaged or leaking packages containing dangerous goods have been loaded on the aircraft.

This NOTOC shall be presented and signed by the PIC. All further NOTOCs for connecting flights and/or joining crews shall be handed over also to the PIC.

After arrival the ramp agent will get a copy of the NOTOC from the PIC. He shall confirm the proper conditions during offloading.

No further action is required at transit stations without cargo reloading and remaining crew.

At station where a new crew takes over flight duties or a reloading becomes necessary, the already prepared NOTOC must be completed with the loading position and the proper conditions must be confirmed (off- as well as onloading).

Note: If a prepared NOTOC is not available the informations shall be obtained from the incoming NOTOC and a **new NOTOC must be issued.**

DANGEROUS GOODS

6.3.5.5. Dangerous Goods in Excepted Quantities

Very small quantities of dangerous goods may be transported, as described below, in such a manner that they may be **excepted from the marking, loading and documentation requirement** of the IATA DGR.

When they are transported under these provisions, such goods are called "**dangerous goods in excepted quantities**". They are subject to IATA DGR subsection 2.7.

Dangerous goods in excepted quantities are not permitted in or as checked or carry-on baggage nor in mail.

It is the shipper's responsibility, to ensure before offering to the operator that a package containing **dangerous goods in excepted quantities** will withstand normal conditions of air transport and **will not require any special handling**, stowage or storage conditions which might necessitate shading from direct sunlight, ventilation, storage away from heat or segregation requirements, etc.

For detailed quantity limits of dangerous goods in excepted quantities refer to IATA DGR Table 2.7.A.

Note: Depending of the class or division and packing group of the article or substance the
- inner packaging limit is 1 g or 1 mL to 30 g or 30 mL and the
- outer packaging limit is 300 mL or 300 g to 1 kg or 1 L.

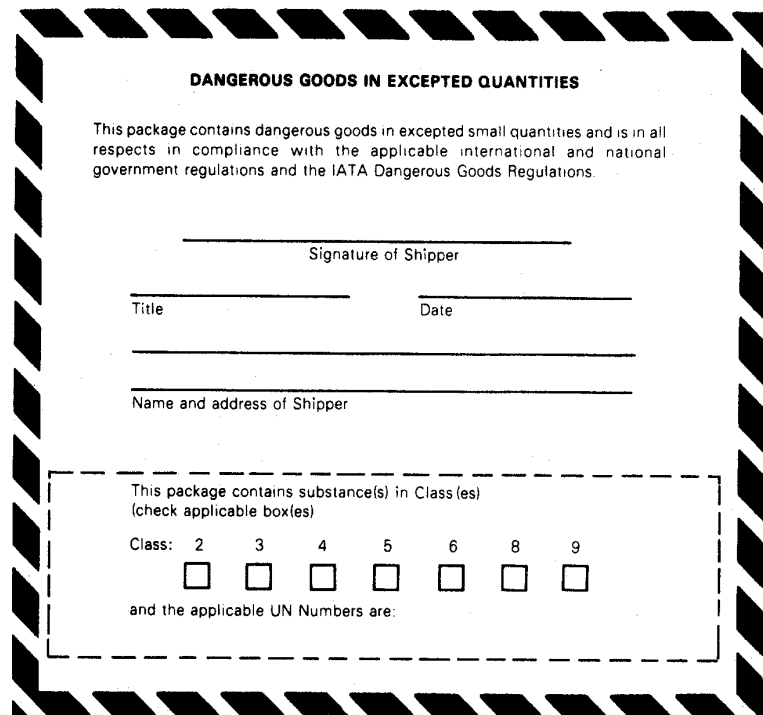
A package containing dangerous goods in excepted quantities must not contain other dangerous goods that require a shipper's declaration.

For packing requirements and package test refer to IATA DGR 2.7.

Dangerous goods in excepted quantities are identified by a **Excepted Quantities Label**, which replaces all other marking, labelling and documentation requirements.

Shippers Declaration for Dangerous Goods and NOTOC are not required (except AWB).

The label must be completed by the shipper and must have a minimum dimension of 100 x 100 mm, also the package must have at least two of the three outside dimension of 100 mm, in case of a cylinder the minimum height and diameter must be 100 mm.



DANGEROUS GOODS IN EXCEPTED QUANTITIES

This package contains dangerous goods in excepted small quantities and is in all respects in compliance with the applicable international and national government regulations and the IATA Dangerous Goods Regulations.

Signature of Shipper

Title _____ Date _____

Name and address of Shipper

This package contains substance(s) in Class(es)
(check applicable box(es))

Class: 2 3 4 5 6 8 9

and the applicable UN Numbers are:

figure 37 label - excepted quantities

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DANGEROUS GOODS

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DANGEROUS GOODS

6.3.6. Handling and Loading of Dangerous Goods

Dangerous goods must not be carried in an aircraft cabin occupied by passengers, except as permitted by the provisions for dangerous goods carried by passengers or crew (see chapter 5.3.).

Dangerous goods bearing the "Cargo Aircraft Only" CAO label are strictly prohibited on LTU aircraft.

6.3.6.1. Incompatibility of Dangerous Goods

Packages containing dangerous goods which might react dangerously with each other or are harmful to other non-dangerous goods must not be stowed on an aircraft next to each other or in a position that would allow interaction between them in the event of leakage.

As a minimum, the following segregation table must be observed:

HAZARD CLASS or DIVISION IMP code		2.2 RCL	3 RFL	4.2 RSC	4.3 RFW	5.1 ROX	6.1 RPB	6.2 RIS	8 RCM	9 ICE	HUM	EAT	HEG	AVI	LHO
2.2 RCL													1	1	
3 RFL						1									
4.2 RSC						1									
4.3 RFW								1							
5.1 ROX		1	1												
6.1 RPB												2	2	2	2
6.2 RIS												2	2	2	2
8 RCM					1										
9 ICE													1	6	
HUM												2		2	8
EAT						2	2				2			8	8
HEG	1					2	2		1					5	
AVI	1					2	2		6	2	8	5	3		
LHO						2	2			8	8				

⊗ Packages must be segregated according to the note number, LTU GOM 05/03 irrespective of whether the hazard is the primary or subsidiary risk

- Note 1: Shall not be loaded in close proximity of each other or in a position that would allow interaction between them in the event of leakage (minimum distance 1 m).
- Note 2: Must not be loaded in the same bulk load compartment/ULD. If loaded in separate ULD's, the ULD's must not be loaded adjacent to each other (minimum distance 1 loading position).
- Note 3: Animals which are natural enemies shall not be loaded in close proximity of each other.
- Note 4: intentionally left blank
- Note 5: Must no be loaded in the same hold.
- Note 6: Must not be loaded in the same non-ventilated compartment. In ventilated compartments up to 200 kg ICE may be loaded together with animals but not in close proximity of each other (minimum distance 1m).
- Note 7: intentionally left blank
- Note 8: Shall not be loaded in close proximity of each other (minimum distance 1m). Animals which smell intensively shall not be loaded in the same hold as EAT and/or baggage, if possible.

table 1 incompatibility chart

Adjacent positions are two positions side by side (e.g. 11L and 11R) or diagonal (e.g. 31L and 32R).

DANGEROUS GOODS

6.3.6.2. Loading of Packages Containing Liquid Dangerous Goods

Packages bearing the package orientation "This Way Up" label must be loaded and stowed accordingly. Single packaging with end closures containing liquids must be stowed with such closures upwards notwithstanding that such single packaging may also have side closures.

6.3.6.3. Securing of Dangerous Goods

When dangerous goods are loaded in an aircraft, everybody must protect the dangerous goods from being damaged. Every package must be secured in the aircraft or on/in an ULD by adequate lashing material to prevent any movement in flight which would change the orientation of the packages. Securing by blocking with other load (e.g. baggage) is insufficient.

Special attention must be paid during their preparation for transport (acceptance point, warehouse, ground transport to (and back) from aircraft, receiving and delivery point). The dangerous goods package(s) and shipment(s) must be protected from being damaged.

6.3.6.4. Replacement of Labels

When LTU employees or handling agents discover that labels have become lost, detached, or illegible, they must replace them in accordance with the information provided on the Shipper's Declaration for Dangerous Goods. This requirement does not apply where the labels are found to be missing or illegible at time of acceptance.

6.3.6.5. Identification of ULDs Containing Dangerous Goods

Each ULD containing dangerous goods which require a hazard label, must clearly display on its exterior an indication that dangerous goods are contained within the ULD. The primary class(es) or division(s) of such dangerous goods must be visibly indicated on this ULD tag. The tag must be removed from the ULD immediately after dangerous goods have been unloaded.

6.3.6.6. Handling of Dry Ice (ICE)

Dry Ice (ICE) may be carried for cooling perishable goods or as cargo. Following loading instructions must be observed:

- a maximum of 200 kg unpacked/packed dry ice (e.g. in wooden, cardboard, plastic, or polystyrene boxes according to the IATA Dangerous Goods Regulations) may be carried per aircraft hold
- the structure of compartments, pallets and containers must be protected against direct contact with dry ice by insulating material
- transit stations and the destination station must ventilate the compartments before entering because of the danger of suffocation
- must not be loaded in the same non-ventilated compartment
- in ventilated compartments up to 200 kg ICE may be loaded together with animals, but not in close proximity of each other. AVI's are to be transported on a higher level than ICE and should be loaded in front of the dry ice. This is also applicable for the loading of refrigerating units together with live animals in the same compartment.

DANGEROUS GOODS

△ 6.3.6.7. Handling of Cars and Motorcycles (RMD)

Miscellaneous Dangerous Goods

All vehicles are subject to transportation within LTU air cargo service only and will be transported according to the current IATA Dangerous Goods Regulations.

6.3.6.7.1. Conditions of Vehicles

- The vehicle must be drained of fuel as far as practicable and if any fuel remains it must not exceed $\frac{1}{4}$ of the tank capacity. The dangerous goods acceptance check includes the task of performing a visual and acoustical check of the fuel tank ensuring that the tank is emptied and fuel remains inside the injection or carburetor system only.
- Installed batteries must be securely fastened in the battery holder or to the frame in an upright position. The battery terminals protected in such a manner as to prevent damage and short circuits.
- Additional bags or cases affixed to the motorcycle, or the car and trunk, must be unlocked for inspections through LTU cargo staff and customs.
- The motorcycle must be cleaned and all systems (fuel, oil, hydraulic) must be tight.
- Labelling is not required when the vehicle is not fully enclosed by packing, crates or other means that prevent the ready identification of a motorcycle or car.
- Serviceable tires are not restricted, damaged tires must be totally deflated.
- Accepted motorcycles shall be secured by standard lashing on the LTU motorcycle-pallet (available by DUSFBLT) or an equal pallet. For containerized aircraft the respective ULD has to be used.
- **Loading of motorcycles is only permitted in an upright position.**

6.3.6.7.2. Loading of Cars

Cars up to a length of 4,80 m (or longer with special loading care) may be loaded in the FWD of A330 as non-unitized cargo on normal secured pallets.

The procedure describes the loading in A330-200 (some steps are not required for A330-300 as the pallet floor is not overlapping the door area).

Onloading

4 PAJ pallets (88"x125"), secured by the relevant latches, must make the floor on which the car drives **with own power into the hold**. Between the latch gaps of the pallets, wooden supporting planks must be placed, to avoid any punctual pressure from the tires to the a/c floor as the design will not withstand this forces. The ballmat (entry) area is designed for these forces and the car may drive there.

The entry area of A330-200 is half covered of the PAJ secured on position 11P but this does not affect the loading. The car will be placed on a PAJ and lifted to the entry and the pallet will be taken half in the entry area (overlying the secured pallet of position 11P on the left side). Then the driver will steer to maximum left into the hold as far as possible, the pallet will be moved more inward and the procedure will be repeated until the car is straight on the centerline of the hold (facing aft). Therefore the pallet acts as an additional steering of the rear axle.

All four rims must be tied-down by normal straps (special wheel straps are not required and not used) to the two pallets and the planks must be taken out of the gaps and tied-down separately.

Offloading

An empty pallet will be pushed about $\frac{3}{4}$ of its length in the entry area overlying the secured pallet of position 11P. The supporting planks must be placed between the latch gaps of the pallets and the straps will be opened.

The car will be maneuvered (own power) backwards on this pallet with its rear axle. The pallet will be pulled outward a little bit and the driver maneuvers the car. This procedure will be repeated until the car is straight on the pallet.

DANGEROUS GOODS

Damage During Handling

Any damage to the aircraft must be reported immediately to the station engineer and to DUSHQLT DUSMCLT DUSOGLT. Damaged to car must be reported additionally to DUSFBLT MUCFBLT.

Cars must be handled with utmost care to avoid any damage to the aircraft or the car itself.

Loading Accessories

Wooden planks, tied-down fittings, straps and an additional PAJ for ground transportation and loading must be available before loading.

ULD Preparation

As the pallet with the car moves over the secured pallet inside the cargo compartment, this pallet should only be secured at the wall and no net fittings should be fixed on the forward side to enable a smooth movement of the sliding onloading pallet (as well as offloading).

Ground Handling of Car

After dangerous goods acceptance check the car must be positioned on **long wooden planks** on the aircraft pallet, to avoid a bending of the pallet and the rims must be tied-down to the pallet.



DANGEROUS GOODS

6.3.6.8. Handling of Polymeric Beads (RSB)

Polymeric beads are semi-processed products used to manufacture polymeric articles and which could expand. When impregnated with flammable gas or liquid as a blowing agent they may evolve small quantities of flammable gas.

A maximum of 100 kg net weight of polymeric beads (or granules) or plastic moulding materials packed according to IATA DGR Packing Instruction 908 may be carried per aircraft hold.

6.3.6.9. Handling of Self-Reactive Substances (RFS) and Organic Peroxide (ROP)

Packages and ULDs containing packages of self-reactive substances in division 4.1 and/or organic peroxide (division 5.2) must be shaded from direct sunlight and kept away from sources of heat in a well-ventilated area during loading. In addition these packages must not be overstowed with other cargo.

6.3.6.10. Handling of Toxic (RPB) and Infectious Substances (RIS)

Substances in division 6.1 and substances requiring a subsidiary risk "TOXIC" label must not be stowed in the same compartment with animals, substances marked or known to be foodstuffs, feed or other edible goods intended for consumption by humans or animals.

This does not apply if either the toxic or infectious substances and the foodstuffs or animals are loaded in separate ULDs, not adjacent to each other (minimum distance: 1 loading position).

6.3.6.11. Handling of Dangerous Goods and Animals (AVI)

Live animals shall not be loaded in close proximity (minimum distance: 1 m) of cryogenic liquid (RCL) or dry ice (ICE). They must be also separated from class 6 commodities (RPB/RIS).

Radioactive packages in Category II-YELLOW (RRY) and Category III-YELLOW (RRY), as well as overpacks and freight containers with such radioactive materials, must be separated from live animals by a minimum distance of 1.5 m.

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DANGEROUS GOODS

6.3.7. Incidents with Dangerous Goods

6.3.7.1. Damage or Leakage of Package containing Dangerous Goods

Under no circumstances any damaged package or any package leaking may be loaded into an aircraft. In case of damage to package suspected of containing hazardous materials, the following procedure is to be observed.

Indications of spilling of materials suspected of being dangerous must be reported immediately to the airport fire brigade and shall not be handled by personnel not specifically authorized to do so.

If the incident occurred in the aircraft or was discovered during unloading, even if only suspected to involve dangerous materials, it is to be reported to the Pilot in Command immediately.

In case that damaged packages are suspected to contain biological or medical materials, competent health authorities have to be notified in addition.

6.3.7.2. Dangerous Goods Incident Report

Incidents in connection with handling, loading and air transportation involving LTU aircraft, have to be reported to the German Civil Aviation Authority (Luftfahrtbundesamt LBA) and respective national CAA immediately after occurrence. It is therefore necessary to inform DUSFBLT and DUSOTLT in detail of any irregularities in connection with dangerous goods shipments immediately.

Specimen of DGIR (dangerous goods incident report):

```
zczc
qu dusfblt dusotlt
.          121234/swr
dgir
awb:266-..... orig:.... dest:.... ttl pcs/wgt...../.....kg
un/id..... psn.....
qty/type of pckg.....
class/div..... subrisk..... pi..... pg....
flight lt...../.. a/c reg..... ldd cpt/pos.....
has a/c been checked y/n / any spillage/contamination on a/c y/n
shpr:.....
cnee:.....
details:
```

enter detailed info about place and situation of incident,
export or import cargo, time etc.,
e.g.: arrivd dmgd, dmgd during build up, fnd dmgd in w/h

```
contents leaking y/n, other corrective actions y/n, injuries y/n
info to a/p auth y/n, name of witness.....
.....
end of report
=
```

nnnn



DANGEROUS GOODS

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DANGEROUS GOODS

6.3.8. Emergency Procedures for Incidents/Accidents with Dangerous Goods

Annex 18 to the convention on International Civil Aviation - The Safe Transport of Dangerous Goods by Air - requires that "The operator shall provide such information in his operations manual as will enable the flight crew to carry out its responsibilities with the regards to the transport of dangerous goods and shall provide instructions as to the action to be taken in the event of emergencies arising involving dangerous goods".

Every dangerous goods item is assigned to a so-called drill code by "The Emergency Response Guidance for Aircraft Incidents involving Dangerous Goods", published by ICAO.

It is the responsibility of LTU cargo to notify the drill code with the handling advice of dangerous goods for every dangerous goods item (corresponding to the proper shipping name) and the issuer of the Notification to Captain (NOTOC) must include this drill code to every proper shipping name.

The drill code assigned to an item of dangerous goods consists of a number from 1 to 10 plus a single letter. Referring to the chart of emergency response drills, each drill number corresponds to a line of information concerning the risk posed by the substance and guidance on the preferable action that should be taken. The drill letter is shown separately on the drill chart, it indicates other possible hazards of the substance. In some cases, the guidance given by the drill number may be further refined by the information given by the drill letter.

The AIRCRAFT EMERGENCY RESPONSE DRILLS table and a basic guidance in case of emergency are published in GOM chapter 9.

General precautions:

- don't panic
- advise immediate supervisor to notify special hazard team (normally special trained and equipped unit of fire brigade) or other emergency service
- isolate the package by removing other packages or property
- avoid contact with the contents of the package
- if contents come in contact with body or clothes:
 - thoroughly wash off body with plenty of water;
 - remove contaminated clothes;
 - do not eat or smoke;
 - keep hands away from eyes, mouth and nose;
 - apply for medical assistance
- staff involved in such incidents should stay on site until their names are noted
- avoid handling of a damaged **package containing infectious substances** or keep handling to a minimum and inform the appropriate public health authority or veterinary authority, and provide information on any other countries of transit where persons may have been exposed to danger and notify the consignee.
- access to a damaged **package containing radioactive material** must be restricted and a qualified person must, as soon as possible, assess the extent of contamination and the resultant radiation level of the package. The scope of the survey must also include the aircraft, aircraft equipment and all other material which has been carried on the aircraft.
The appropriate National authority should be notified so as to ensure that the adjacent loading and unloading areas are also assessed for contamination.

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DANGEROUS GOODS

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HEAVY ITEMS

6.4. Heavy Items (HEA)

Heavy Items (HEA) are considered as heavy if the individual item weighs 150 kg or more.

Heavy items must be secured against any movement. This applies likewise to packages not marked with "Heavy Item" label but are recognized as such due to their weight indication on the packages or are supposed to be "Heavy Items" due to other indications.

Heavy items (HEA) shall preferably be loaded on pallets. Loading of heavy items in containers shall be performed with special care to avoid damage to the container.

Before acceptance of heavy items for carriage respective requests shall be addressed DUSFBLT.

Published maximum weights must **never** be exceeded.

For loading heavy items in bulk compartments, the following shall be observed:

- Heavy items will have to be loaded and unloaded without risk of damage to the aircraft.
- In any case, heavy items must be lashed properly.
- Compartment restrictions as published in chapter 1.2. (Boeing B757) - 1.4. (A330-300)
- Heavy items weighing more than 700 kg are only acceptable for ULD loading. In case of bulk loading of HEA weighing more than 400 kg, but less than 700 kg, additional restrictions may apply. (see chapter 1.2. - 1.4. for details and chapter 2.2. for calculations)

PIPES, BARS, BEAMS

6.5. Pipes, Bars, Beams

Tubes, bars, beams or similar small cross-section items are to be loaded as single pieces or in bundles. Small cross-section might penetrate or slip through the meshes of pallet nets, crash nets or compartment bulkheads. They shall be loaded transverse to the flight direction whenever possible.

If transverse loading is not possible, the goods must be secured against forward or aft movements by supporting platforms, planks of similar means fitted in their position by straps or rope.

HUMAN REMAINS

6.6. Human Remains (HUM)

Should the unfortunate case occur, that a LTU passenger dies at a station, and the tour operator or the travel agency at the station requests LTU to transport the Human Remains, the following instructions are applicable:

6.6.1. Transportation Request

Requests for transportation shall be directed to DUSOGLT and the contents of the requests shall include the following information:

- passenger's name, date of birth and death
- reason of death
- the LTU flight number and date of the passenger's arrival flight and of the originally booked return flight
- flight number, date and routing for the transportation requested
- the undertaker's address and telephone number at the destination

6.6.2. Acceptance

Human remains shall be contained in a coffin with a hermetically sealed inner container of bronze, lead or zinc. In case of cremated remains, the casket must be packed in a sealed outer box or case.

6.6.3. Documentation

The handling agent at the outstation must obtain a certificate of death issued by the Civil Registrar.

In case of cremated remains, an official Certificate of Cremation must be obtained.

Certificates should be legalized, where necessary, by the local consul of the country of destination.

A cargo manifest must be issued by station of departure.

All certificates and the passport shall be attached to the cargo manifest.

HUMAN REMAINS

6.6.4. Loading of Human Remains

The crated coffin should usually be loaded according to chapter 2.4.2., and it must be lashed on a pallet or in the following manner:

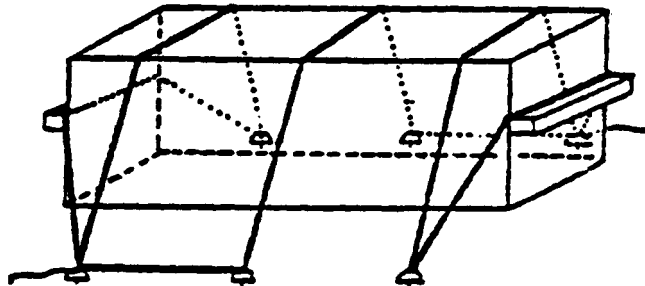


figure 38 lashing of a crated coffin

An appropriate entry must be made in the loading instruction. The handling agent must supervise and check prior to departure that proper loading and lashing have been completed.

Note: Under no circumstances human remains shall be loaded into the same hold/ULD as AVIs or perishables.

6.6.5. Notification to Captain

The total weight of the human remains shall be entered into the cargo column and in the weight distribution. The load code HUM shall be used for the remarks box of the loadsheet.

6.6.6. Information to next Station and to Destination

In the AI (Additional Information) section of the movement departure message, notification of human remain transport must be given, followed by location in hold and the weight e.g.: HUM/CTR/238. When transmitting of CPM/LDM is required HUM shall be also included.

WET FREIGHT

6.7. Wet Freight (WET)

Loads containing liquids or from which liquids may ooze out because of their nature (other than dangerous goods) are considered as Wet Freight (e.g. live animals, fresh or frozen meat, fish shipments cooled with water, ice, etc.).

When handling and loading wet freight, special care shall be taken that

- the floor of the compartment and/or the unit load device as well as other load is protected.
- containers are stowed in upright position, i.e. the seal is always at the top to prevent dripping.
- the special handling advice "This Way Up" is strictly adhered to and the label affixed.
- damaged packages or packages suspected to be damaged must not be carried.

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WET FREIGHT

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LIVE STOCK

6.8. Live Stock (AVI)

LTU will not accept live animals as commercial cargo, except when a special approval by DUSFBLT is granted.

However, the following regulations apply to loading live animals:

- It must be accepted that live animals are delivered for shipping in proper cages, complying with the IATA Live Animal Regulations.
- Mollusks (worms etc.), amphibians (frogs etc.), fish (except tropical fish) and snakes may be loaded in all cargo compartments without restrictions.
- All other live animals shall be loaded in the prescribed compartments.
- Live animals shall generally be treated as wet freight (see also chapter 6.7. on page 59).

The cages shall always be tied down or lashed to avoid any movements during takeoff, flight or landing.

- Cages shall be stowed with sufficient space between them and other loads to guarantee sufficient supply of air.
- Pallets with live animals (except fish and mollusks) must not be covered with plastic foil.
- Cages must not be stowed directly in front of air ventilation outlets or in direct contact with outer compartment walls.
- Live animals shall not be loaded in the same compartment with edible cargo (EAT), catering supplies (CSU), human remains (HUM) or dry-ice (ICE) in larger quantities.
- Live animals shall always be stowed well above the stowage level of dry ice, even in small quantities.
- Special care must be taken not to stow live animals which are natural enemies in the same cargo compartment. If unavoidable, sufficient space shall be left between them to avoid mental stress.
- Cargo compartment lights shall generally be switched off, except when carrying birds on long-haul flights. Then the light shall be left switched on, if possible, to allow the birds to pick-up their feed during the flight.
- Animals with an intensive odour shall not be loaded on a predominantly passenger flight.
- The doors of cargo compartments with live animal loads shall be closed as late as possible and opened at transit and/or destination stations first; special care must be taken in case of strong winds, heavy rain, snow fall and extreme local temperature conditions.
- Information to crew. The cockpit crew shall be informed about the transportation.

Due to their sensibility against low temperatures and special handling requirements, the shipper is held responsible for insulated packing according to IATA Live Animal Regulations.

Transportation of tropical fish is subject of the following conditions:

- Transportation to and from aircraft shall be performed as quickly as possible. In case of low ground temperatures, heated transport shall be used (ramp vehicle).
- Tropical fish shall principally be loaded in heated compartments. The transportation in unheated compartments in excess of one hour flying time is prohibited.
- Shipments of tropical fish shall always be stowed on top of loads.
- Shipments of tropical fish shall be kept in heated premises during ground time, particularly in average medium or low temperature areas.



LIVE STOCK

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VALUABLE CARGO

6.9. Valuable Cargo (VAL)

To provide adequate security, special handling procedures are required for valuable cargo. Information on value, contents, routing and/or storage must be kept strictly confidential; the details, absolutely necessary for handling purposes shall be made available only to the personnel directly involved.

From the time of acceptance until loading into the aircraft respectively after unloading from the aircraft until delivery to the consignee, proper and close control of valuable cargo will be performed by cargo services.

Shipments of valuable cargo shall principally be stowed in valuable-cargo pouches with attached seal.

For details and approval contact DUSFBLT.

Irregularities

In the event of a package of valuable cargo showing signs of being tampered with or is such item is found missing, cargo department at LTU Head Office shall immediately be informed in order to trace and locate the shipment or ascertain its condition and report such incident accordingly.

The Station Manager shall be notified to decide whether local security authorities should be asked for immediate intervention and investigation. Third persons may only be given information is approved by competent regional authority.

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VALUABLE CARGO

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PERISHABLE CARGO

6.10. Perishable Cargo (PER)

Perishable goods are such, whose conditions or suitability for its original or prime purpose may deteriorate below its useable condition if exposed to undue changes in temperature and humidity or delayed in transportation (e.g. fresh fruit and vegetables, flowers, meat and fish shipments, vaccines, medical supplies etc.).

Due to individual procedures being applicable for different perishable goods, the following different load information codes are used:

- Foodstuffs - food for human or animal consumption (**EAT**)
- Hatching eggs (**HEG**)
- Live human organs (**LHO**)
- Flowers/plants (**PEF**)
- Meat (**PEM**) and seafood/fish (**PES**) shall be handled as **WET**
- Fruits and vegetables (**PEP**)
- All perishable goods other than flowers, meat, seafood or fish (**PER**)

Perishable cargo requiring special attention during flight, e.g. recommended temperatures and/or ventilation, shall be entered in the remarks box of the Load and Trimsheet.

In case of thermographs (shipper owned) being used in temperature sensitive loads, the cargo department shall inform the aircraft handling department accordingly, a respective remark for enroute transit, and destination stations shall be entered in LDM, ALI or CPM, showing the code "TMG" and loading position.

Loading

Perishable cargo shall be accepted for carriage only if properly packed in order to avoid damage and/or contamination to other loads, ULDs or compartments.

Pallets with flowers, fruit or vegetables must not be covered with plastic foils.

Perishable cargo, refrigerated with wet ice or containing fluids or moisture which could leak (e.g. meat, fish or other sea foods - fresh, salted, smoked or frozen) shall be treated as "Wet Cargo". Perishable cargo, refrigerated with dry ice (ICE) shall be handled according to the respective regulations. Care shall be taken when stacking perishable items so that lower layers of the stack are not damaged by the weight of the upper layers.

6.10.1. Foodstuffs (EAT)

Foodstuffs shall not be loaded together with poisons (RPB) or infectious substances (RIS) in the same compartment, unless they are loaded in separate ULDs not adjacent to each other. Foodstuffs shall not be loaded in close proximity of live animals (AVI) and human remains (HUM).

6.10.2. Hatching Eggs (HEG)

Hatching eggs shall not be stowed in close proximity of dry ice (ICE) and cryogenic liquids (RCL). The temperature in the compartment should remain between 10°C and 15°C during flight and should not exceed 27°C.

PERISHABLE CARGO

6.10.3. Vaccines, Medical Supplies and Live Organs (LHO)

Life-saving drugs or live human organs (LHO), which have been requested on short notice, shall principally be loaded in the special collecting net for small cargo items. In special cases, considered justifiable by the station manager or his deputy, in relation to given specialties of transportation, these shipments may be given into the care of the crew (PIC). In all cases a copy of the request, the delivery document or the telex message showing the description of the drug or human organ, the names of the final recipient and the person collecting it from the aircraft shall be handed to the crew (PIC).

According to the priority regulation of the "Federal Institute of Traffic Control" ATC, precedence is given to a flight carrying life-saving drugs or live human organs, respectively in a life-saving mission. In such cases, the priority shall be requested by the cockpit crew (PIC). Notice of such requests shall be given to DUSHQLT.

Note: In case of transport without reference to an emergency, the priority regulation does not apply.

Handling in delay situations

In the event of a delay, actions shall be taken to prevent a deterioration of the loads, such as:

- Provision of air condition to the aircraft.
- Transferring the perishable cargo to a warehouse with adequate facilities, such as air conditioning or cold store.
- Offloading and rebooking control and refilling of dry ice supply (if initially used for chilling loads).

6.10.4. Flowers/Plants (PEF)

Flowers shall be stowed so as to avoid direct contact with the compartment floor or walls. Flowers should not be stowed in the same hold or ULD as fresh fruit and vegetables (PEP) due to ethylene gas produced by vegetables which may deteriorate flowers.

PERISHABLE CARGO

6.10.5. Meat and Seafood/Fish Shipments (PEM/PES)

Fresh or frozen meat, fish or seafood with or without dry ice may be carried on passenger aircraft when the special restrictions are observed:

- The structure of the compartment shall be protected by tarpaulins or plastic sheeting and insulating material against direct contact with the load.
- Dry ice for cooling must be considered as dangerous goods (Chapter 6.3.)
For loads of 100 kg meat no more than 2 kg dry ice shall be used for cooling. For larger quantities of meat the quantity of dry ice shall be increased in proportion.
Note: Experience has proven that 5 kg dry ice per 1.000 kg of meat is normally sufficient.
- The crew is to be informed of the special load in writing.

6.10.5.1. Temperature Requirements for Meat and Seafood/Fish

The temperature ranges to be maintained are:

fresh meat	between 0°C and 5°C
fresh fish	not to exceed 5°C
frozen meat	below -12°C
frozen fish	not to exceed -12°C

This will require use of refrigerated/temperature controlled container.

6.10.5.2. Loading on Pallets and in Containers

Loading must be performed in the following sequence:

- One layer of plastic foil shall be laid out on the pallet, stabilizer rack or container, respectively, to cover the complete meat load. In addition, one layer of absorption sheet shall be used.
- Inside the container, the overlapping edges of the plastic sheets shall be pulled up and fixed to the container walls by tape.
- After loading, all layers of plastic sheets shall be pulled over the meat and secured by tape.
- In case cooling is necessary, boxes containing dry ice shall be placed on top of the covering.

6.10.5.3. Loading as Bulk Cargo

The loading shall be prepared in the following sequence:

- The cargo compartment is cleared of all items not required for loading.
- The tie-down rings as required for the load are fitted into the tie-down track in the compartment floor.
- Lashing ropes and/or straps shall be attached to the tie-down rings and laid out along the compartment walls.
- Absorption sheets are laid out on the floor.
- Tarpaulin or plastic sheet shall be laid out and tied to the fastening.
Note: Fastening bolts shall only be used for tying tarpaulins, due to their limited strength, they cannot be used for tying down loads.
- Loading being completed, the tarpaulins are pulled over the load. The open part of the tarpaulin facing the cargo door shall be folded and also pulled over the meat.
- Lashing material (straps or ropes) are accessible now and shall be fastened across the shipment and secured properly.
- Boxes with dry ice shall be suspended from the ceiling outside the tarpaulin covering for cooling the whole compartment.

6.10.5.4. Desinfection of Loading Equipment

ULDs and loading materials used for shipping of meat shall be cleaned and disinfected immediately after unloading.

PERISHABLE CARGO

6.10.6. Fresh Fruit and Vegetables (PEP)

When fresh fruit and vegetables are loaded, care shall be taken to ensure that space for air circulation is left between packages. This is of particular importance to fresh fruit and vegetables having high moisture contents (e.g. grapes, berries, salad etc.).

Fresh fruit and vegetables should not be stowed in the same hold or ULD as flowers (PEF).

FILM AND PRESS SHIPMENT

6.11. Film and Press Shipments

Delays in transportation of press and TV-film material may impair the news value of the material. In order to achieve an expeditious transportation without delay, the following shall be observed:

Film and press consignments

- are accepted by cargo services and handling units qualified to do so even after cargo acceptance deadline.
- are specially marked by a bold sticker "Press Materials".
- shall be positioned for onload in an easily identifiable net sack.
- must be forwarded separately to the handling station's office after unloading.
- shall be loaded in the collecting net for small items, but never in a container or on a pallet.
- on German domestic flights, only films and press shipments may be stowed in the ships pouch, provided the dimensions permit it.

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FILM AND PRESS SHIPMENT

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AIR MAIL

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SERVICE CARGO

6.13. Service Cargo (SVC)

Service Cargo is property of LTU or a subsidiary company being shipped on a LTU aircraft from one station to another. The shipment might contain:

- Technical spares, technical goods, technical property,
or
- Catering goods, catering containers,
or
- Sales publicity, literature, station material.

In all instances, where service cargo is to be carried internationally from one station to another, an LTU Air Waybill must be issued.

The air waybill must not be issued (signed and) before the complete shipment has been received and is accepted for carriage. All known entries on the air waybill must be inserted at time of issue and all copies must be issued identical. Only one air waybill must be used for each shipment and it must cover all parts of the shipment. No shipment or part thereof may be carried until an air waybill is issued and executed.

If service cargo contains any hazardous articles as defined by IATA DGR, all relevant requirements of GOM Chapter 6.3. Dangerous Goods must be met.

Service cargo labelling

Each package must be labelled with a company cargo label fully completed.

Package instruction

Each service freight item must be packed in a way that it cannot easily be damaged nor damage other baggage or freight being transported. Otherwise the handling agent is instructed to refuse acceptance.

On each colly the number of the total collies transported as well as the number of this single colly must be stated, e.g. total 10 collies.

On number 1 stated: 1 of 10
On number 2 stated: 2 of 10
On the last colly: 10 of 10

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SERVICE CARGO

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