

MINIMUM STANDARDS TO OBTAIN THE FIATA **DIPLOMA** IN INTERNATIONAL FREIGHT FORWARDING

REVISED EDITION May 2017

| MODULE | | CONTENT PER UNIT | REMARKS |
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| 1. | 30 hours | <p>AN INTRODUCTION TO FREIGHT FORWARDING</p> <p>Learning objective/outcome</p> <p>The applicant should be able to explain the business aspects of Freight Forwarding and to describe the various activities of a Forwarding company</p> | Links (website) Literature |
| 1.1. | 1 hr | <p>INTERNATIONAL FREIGHT FORWARDER AND THE FREIGHT BUSINESS</p> <ul style="list-style-type: none"> ▪ Interaction between International Trade and Forwarding Activities ▪ Forwarding Services and Legal Status of a Freight Forwarder ▪ Important trade terms ▪ STANDARD TRADING CONDITIONS of the local Association ▪ Required Expertise of a Freight Forwarder | |
| 1.2. | | <p>INTERNATIONAL TRADE</p> <ul style="list-style-type: none"> ▪ International Trade and Trade Contracts ▪ Terms of Delivery ▪ Terms of Payment | |
| 1.3. | | <p>INTERNATIONAL ORGANIZATIONS IN FORWARDING AND TRADE</p> <ul style="list-style-type: none"> ▪ UNCTAD (United Nations Conference on Trade and Development) ▪ ICC (International Chamber of Commerce) ▪ WCO (World Customs Organization) ▪ WTO (World Trade Organisation) ▪ World Bank ▪ ISO (International Standard Organization) ▪ FIATA (International Federation of Freight Forwarders Associations) <i>(Fédération Internationale des Associations de Transitaires et Assimilés)</i> | <p>www.unctad.org</p> <p>www.icc.org</p> <p>www.wcoomd.org</p> <p>www.wto.org</p> <p>www.worldbank.org</p> <p>www.iso.org</p> <p>www.fiata.com</p> |

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| 1.4. | 12 hrs | ORGANISATION OF THE COMPANY | <ul style="list-style-type: none"> ▪ <i>Quality Management Standards</i> ▪ ISO 9001:2000 new: 9001:2008 ▪ <i>Environmental Management Standards</i> ISO 14000:2004 (first publication) ▪ Selling of services, Marketing, Publicity ▪ Inquiries and booking ▪ Instructions in writing in accordance with forwarders conditions ▪ Customers' requirements and any special procedures ▪ SELLER/BUYER CONTRACT TERMS ▪ Incoterms 2010 ▪ A) Mandatory terms and use of ▪ Letter of credit ▪ Pre-shipment inspection ▪ Export/Import documentation ▪ Certificate of origin ▪ Legalised documents ▪ B) Other seller/buyer payment procedures ▪ Reimbursement arrangements ▪ e.g. CAD (cash against documents) ▪ C) Customs Tariff ▪ Customs Procedures ▪ Customs Clearance ▪ D) General Procedures ▪ Selection of appropriate method of transport and cargo space booking ▪ Ensuring that delivery date relates to delivery times quoted by carrier ▪ Correct issuance of documents – including collection receipts and customs documents ▪ Monitoring (tracking and tracing) of goods and document throughout transaction | https://iccwbo.org/resources-for-business/incoterms-rules/incoterms-rules-2010/ |
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| 1.5 | 4 hrs | FINANCIAL AND LEGAL REQUIREMENTS | <ul style="list-style-type: none"> ▪ Accounting and Cost Accounting ▪ Risk Management ▪ Invoicing according to agreed tariffs and/or quotations ▪ Charging for full cost recovery ▪ Rates and quotation records ▪ Foreign currency conversion ▪ Credit policy and worthiness ▪ Legal aspect • IMF added RMB CHINESE RENMINBI in SDR (01.10.2016) | www.imf.org/external/np/exr/faq/sdrfaq.htm |
| 1.6 | 3hrs | FIATA DOCUMENT AND FORMS | | |
| 1.6.1 | | FIATA Documents | <ul style="list-style-type: none"> ▪ FIATA FBL = Negotiable FIATA Multimodal Transport Bill of Lading ▪ FIATA FWB = Non-negotiable FIATA Multimodal Transport Waybill ▪ FIATA FCR = FIATA Forwarders Certificate of Receipt ▪ FIATA FCT = FIATA Forwarders Certificate of Transport ▪ FIATA FWR = FIATA Warehouse Receipt | |
| 1.6.2 | | FIATA Forms | <ul style="list-style-type: none"> ▪ FIATA FFI = FIATA Forwarding Instructions ▪ FIATA SDT = Shippers Declaration for the Transport of Dangerous Goods ▪ FIATA SIC = Shippers Intermodal Weight Certification | |
| 1.7 | 2 hrs | GENERAL KNOWLEDGE OF TRANSPORT RELATED GEOGRAPHY | <ul style="list-style-type: none"> ▪ Continents and most important countries ▪ Knowledge of the main flows of traffic world-wide ▪ Physical and climatic conditions ▪ Time zones ▪ Geopolitical aspects | |

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| 1.8 | 2 hrs | SPECIAL TRANSPORT SERVICES | <ul style="list-style-type: none"> ▪ Consolidation – Groupage services offered by the freight forwarder ▪ for all modes of transport (land, sea, container, air) ▪ Transport of heavy weight and out of gauge cargo ▪ Classified goods ▪ Dangerous Goods ▪ Foodstuff (liquid and solid) ▪ Perishables ▪ Flowers and Plants ▪ Livestock | |
| 1.9 | 2 hrs | PACKING REQUIREMENTS | <ul style="list-style-type: none"> ▪ Most economic and appropriate packing methods according to mode of transport ▪ Marking, Weighing, Measuring, Calculation of w/m (weight measurement) ▪ Packing specialists ▪ Packing and labelling according to regulations and classification of <i>Dangerous Goods</i> | |
| 1.10 | 1hr | INFORMATION & COMMUNICATION TECHNOLOGIES (ICT) | <p>INTRODUCTION ONLY!</p> <ul style="list-style-type: none"> ▪ Structure and functioning of IT Systems ▪ Mainframe and personal networks ▪ Hardware ▪ Software ▪ Particular applications in the transport industry ▪ EDIFOR – EDIFACT ▪ e-forwarding ▪ e-commerce | |

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| 2. | 30 hrs | SEA TRANSPORT (GENERAL) Learning Objective The applicant should be in a position to give information on the basic regulations for sea shipments, services offered, and most current types of ships in use. He should be familiar with the documents used for sea carriage. Furthermore he should be able to explain the pricing of ocean freight. | | |
| 2.1.1 | 1hr | DRAFTED REGULATIONS FOR THE TRANSPORT OF GOODS BY SEA | <ul style="list-style-type: none"> ▪ Hague / Hague-Visby - Rules /Brussels Convention – International Convention for the Unification of Certain Rules of Law relating to Bills of Lading ▪ Hamburg Rules – United Nations Convention on the Carriage of Goods by Sea ▪ United Nations Convention on International Multimodal Freight – Geneva 1980 ▪ Rotterdam Rules - United Nations Convention on Contracts for the International Carriage of Goods Wholly or Partly by Sea ▪ Uniform Rules for Sea Waybills (CMI Rules) ▪ National regulations | www.bimco.org |
| 2.1.2 | 1 hr | INTERGOVERNMENTAL / NON-GOVERNMENTAL ORGANISATIONS | <ul style="list-style-type: none"> ▪ IMO (International Maritime Organization) <ul style="list-style-type: none"> - SOLAS Convent-ion (Safety of Life at Sea Convention) - IMDG Code (Regulations for the Transport of Dangerous Goods by Sea) - Chapter VI – mandatory verification of gross weight of containers ▪ BIMCO (Baltic and International Maritime Council) ▪ WSC (World Shipping Council) ▪ ICS (International Chamber of Shipping) ▪ CMI (Committee Maritime International) ▪ UNCTAD (United Nations Conference on Trade and Development) - annual reports - « Review of Maritime Transport » | www.imo.org www.bimco.org www.worldshipping.org www.ics-shipping.org www.comitemaritime.org www.unctad.org/en/Pages/Publications/Review-of-Maritime-Transport |

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| 2.2 | 3 hrs | SHIPPING SERVICES | <ul style="list-style-type: none"> ▪ Liner shipping (Conventional & Container) ▪ Liner terms - Booking Agreement - Booking Note ▪ Liner Conferences/Consortia/Alliances/Vessel Sharing Agreements ▪ Non-Conference Lines ▪ Charter Party <ul style="list-style-type: none"> - Voyage Charter Party - Time Charter Party (incl. bareboat charter party) - Standard forms of charter agreements ▪ <i>see par. 2.3 Ro-Ro vessels</i> | |
| 2.3 | 1 hr | TYPES OF VESSELS | <ul style="list-style-type: none"> ▪ General cargo ships ▪ Semi-container ships ▪ Multi-purpose-general cargo ships ▪ Full container vessels ▪ Ro-ro vessels ▪ Con-ro vessels ▪ Lighter aboard ship vessels ▪ Ferry vessels ▪ Pure car carriers ▪ Reefer vessels ▪ Types of vessels employed in tramping (bulk carriers, tankers etc.) ▪ Heavy lift ships incl. units equipped with cranes and derricks | |

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| 2.4 | 11 hrs | BILL OF LADING (B/L), SEA WAYBILL | <ul style="list-style-type: none"> ▪ Ocean Bill of Lading (B/L) – legal nature of the document/ document of title ▪ On board (Shipped) B/L ▪ Received for shipment B/L ▪ Through B/L ▪ Clean B/L ▪ Straight B/L ▪ Order B/L ▪ Bearer B/L ▪ Liner B/L ▪ Charter B/L ▪ Combined transport B/L ▪ FIATA Multimodal Transport Bill of Lading (FIATA FBL) ▪ Freight Forwarders (House) B/L ▪ Letters of Indemnity (LOI) ▪ Sea Waybill | |
| | | OTHER DOCUMENTS | <ul style="list-style-type: none"> ▪ Mate's receipt ▪ Notice of readiness ▪ Statement of facts ▪ Time Sheet ▪ Ship's cargo manifest | |
| 2.5 | 11 hrs | PRICING OF OCEAN FREIGHT | <ul style="list-style-type: none"> ▪ Basic information and instruments for calculation of ocean freight ▪ Sea freight tariff ▪ Sea freight rates incl. service type rates - FCL, LCL, ▪ Freight basis – freight ton - Weight (W), Measurement (M), Weight/Measurement (W/M) ▪ Freight units - big bags, containers, vehicles etc. ▪ Specific freight rates – ad valorem rate, Freight All Kinds rate (FAK rate), LUMPSUM rate ▪ Freight additional (surcharges, arbitraries, differentials) <ul style="list-style-type: none"> - Currency surcharge (CAF) - Bunker surcharge (BAF) - Congestion surcharge, | |

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| | | | <ul style="list-style-type: none"> - Length surcharge - Heavy lift surcharge - War risk - Other additional <ul style="list-style-type: none"> ▪ Minimum freight rate/Minimum bill of lading charges ▪ Demurrage/Detention ▪ Freight Forwarders Commission (Freight Forwarders Compensation) | |
| 2.6 | 2 hrs | GEOGRAPHY OF OCEAN TRANSPORT, PORT FACILITIES | <ul style="list-style-type: none"> ▪ Major world sea ports (regional and world-wide) ▪ Transport possibilities to and from the sea ports ▪ Feeder services between ports ▪ Loading/unloading facilities at the ports ▪ Important traffic routes ▪ Terminals at sea ports ▪ Inland container terminals | |

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| 3. | 20 hours | MARITIME CONTAINERS (SEA CONTAINERS) Learning Objective The applicant should be able to explain the functioning and the rules of international container shipments by sea. He should show knowledge of the most used container types, the necessary elements of freight forwarding process including shipping documents and also have an idea of pricing in order to be able to prepare an offer for handling maritime containers. | | |
| 3.1 | 1 hr | GENERAL KNOWLEDGE OF CONTAINER TRANSPORTS BY SEA | <ul style="list-style-type: none"> ▪ An outline of the history of containerization ▪ Container leasing (types of leasing agreements) ▪ Impact of containerization on liner shipping ▪ Basic trends in the development of container shipping | |
| 3.2 | 11 hrs | TYPES AND SPECIFICATION FOR THE MOST USED CONTAINER | <ul style="list-style-type: none"> ▪ Definition of container ▪ Technical characteristic of containers: <ul style="list-style-type: none"> - terminology - external and internal dimensions - tare - construction of container ▪ Types of containers as per different criteria: <ul style="list-style-type: none"> - general cargo containers - thermal containers - tank containers - bulk containers - platform containers - collapsible containers - high cube - pallet wide - open top - open side - hard top - flat rack - refrigerated - flexitank - flexi tanks | www.bic-code.org www.worldshipping.org |

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| 3.3 | 2 hrs | LOADING PROCEDURE | <ul style="list-style-type: none"> ▪ Economic, technical, natural susceptibility of goods for containerization ▪ Loading plan for container ▪ Weight limits (container payload) and on transport modes at origin and destination ▪ Centre of gravity ▪ Stowage Factor ▪ Stuffing/stripping of containers ▪ IMO/ILO/UNECE Code of Practice for Packing of Cargo Transport Units (CTU Code) January 2014 ▪ Revised provisions of SOLAS Convention VI Chapter 2 – verification of the gross mass of packed containers (from 1st July 2016) - VGM ▪ | www.imo.org www.worldshipping.org www.fiata.org www.unece.org www.ilo.org |
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| 3.4 | 2 hrs | <p>WAY – BILLS AND ACOMPANYING DOCUMENTS COMPLETION OF FREIGHT FORWARDING ORDER</p> | <ul style="list-style-type: none"> ▪ Exports ▪ Imports ▪ Accompanying documents for conveyance by: <ul style="list-style-type: none"> ○ Sea ○ Inland waterways ○ Rail ○ Road | |
| 3.5 | 3 hrs | <p>OFFERS AND PRICING</p> | <p>A) Haulage rates (inland charges)</p> <ul style="list-style-type: none"> ▪ Inland transport rates (Delivery and/or collection to sea ports by rail or by road) ▪ Carrier's haulage / Merchant's haulage (pre-carriage/on-carriage) <p>B) Ocean freight</p> <ul style="list-style-type: none"> ▪ Lumpsum / Box rates ▪ Commodity rates ▪ Detention charges ▪ Demurrage charges <p>C) Handling charges including port terminal/container depot/container freight station charges:</p> <ul style="list-style-type: none"> ▪ - THC = Terminal Handling Charges (FCL- Full Container Load) ▪ - LCL Service Charge (LCL – Less than Container Load) ▪ - Inspection of container ▪ - Cleaning charges ▪ Handling in / Handling out (Positioning of empty containers) ▪ Border inspections (sanitary, phytosanitary, veterinary, quality) ▪ Customs clearance <p>D) Container cleaning charges</p> | |

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| 3.6 | 1 hr | GEOGRAPHY OF CONTAINER TRAFFIC | <ul style="list-style-type: none">▪ Major traffic routes▪ Major sea ports▪ Sea port terminals and inland container terminals▪ “Hub and Spoke” systems | |
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| 4. | 21 hrs | MULTIMODAL TRANSPORT Learning Objective: The student should be able to understand the concepts of International Multimodal Transport (IMT), know the advantages of IMT, appreciate the different types of IMT and its relationships with intervening parties, covering the various scopes of services provided by the MTO, able to explain the various risks, responsibilities and liabilities faced by the MTO, know the different types of international conventions covering the transport of general cargoes and dangerous goods in the different modes of transports and its combinations, know the executions of Import, Export and Transshipment via the IMT modes, understand what is Project Forwarding and appreciate the needs of Alternative Transport Solutions | | |
| 4.1.1 | 3 hrs | Introduction | <ul style="list-style-type: none"> ▪ Definition Of Multimodal Transport | |
| 4.1.2 | | General Features | <ul style="list-style-type: none"> ▪ International Conventions governing the Transport of Goods by ▪ Air, Sea, Road, Rail and Inland Waterway for General Cargoes ▪ Network Liability | |
| 4.1.3 | | Advantages of Multimodal Transport | <ul style="list-style-type: none"> ▪ Minimise time loss at transshipment points ▪ Provides faster transit of goods ▪ Reduces burden of documentation and formalities ▪ Saves costs ▪ Establishes only one agency to deal with ▪ Reduces costs of Exports | |

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| 4.2.1 | 3 hrs | Different types of MT | <ul style="list-style-type: none"> ▪ Sea/Air ▪ Air/road (truck) ▪ Rail/road/inland waterways-sea-rail/road inland waterways ▪ One Belt One Road ▪ Mini-bridge ▪ Land bridge ▪ Piggyback ▪ Sea Train ▪ Rail-sea-land ▪ Inland waterway-sea-inland waterway ▪ RO-RO ▪ Sea-rail | |
| 4.2.2 | | Different types of Operators | <ul style="list-style-type: none"> ▪ VOMTO ▪ NVOMTO | |
| 4.2.3 | | Relationship with intervening parties | <ul style="list-style-type: none"> ▪ Carriers ▪ Non-carriers ▪ Other parties | |
| 4.2.4 | | Scope of Services performed by the MTO | <ul style="list-style-type: none"> ▪ FCL ▪ LCL ▪ Weighing and measurement of cargo ▪ CFS ▪ Consolidation ▪ Booking of space ▪ CY ▪ Liaison with Customs ▪ Insurance Coverage ▪ Return of leased containers ▪ Communication | www.unece.org www.ilo.org www.ttclub.com www.imo.org www.ichaca.com |

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| 4.3 | 3 hrs | Types of documents | <ul style="list-style-type: none"> ▪ Documents received from Customer ▪ FFI or SI ▪ FIATA SDT ▪ Documents issued to Customer ▪ FIATA FCR ▪ FIATA FCT ▪ FIATA MTB/L ▪ FWR ▪ OB/L, MAWB ▪ HB/L, HAWB ▪ Documents issued to Overseas Agents ▪ Cargo Manifest ▪ Pre-advice/Pre-alert ▪ Sea Waybill | |
| 4.3.1 | | MTO Liability | <ul style="list-style-type: none"> ▪ “As Agent” ▪ “As Principal” | |
| 4.3.2 | | Types of Liabilities | <ul style="list-style-type: none"> ▪ Uniform Liability ▪ Network Liability | |
| 4.3.3 | | UNCTAD/ICC Rules for MT Documents | | |
| 4.4.1 | 3 hrs | How to plan and execute Import Shipment | <ul style="list-style-type: none"> ▪ Understand the various types of Sales Contracts ▪ C.F.R. or C.I.F. ▪ Ex Works, F.O.B., F.A.S. | |
| 4.4.2 | | Assessing Cost | | |
| 4.4.3 | | Calculating Transit Time | | |
| 4.4.4 | | Planning from Origin to Destination | | |
| 4.4.5 | | Execute Import Procedures for FCL/FCL, Consolidation Box & Conventional | | |

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| 4.5. | 3 hrs | How to plan and execute Export Shipment | <ul style="list-style-type: none"> ▪ Basic Principles – Nature of Goods, Voyage, Time Element, Cost ▪ Safety | |
| | | Understand the various types of Sales Contracts | <ul style="list-style-type: none"> ▪ C.F.R. or C.I.F. ▪ Ex Works, F.O.B. – with & without documentary credit | |
| | | Considerations for selection of vessels – Technical Aspects & Commercial Aspects | | |
| | | Execute Export Procedures for FCL/FCL, Consolidation Box & Conventional | | |
| 4.6.1 | 3 hrs | Understand what is Project Forwarding ? | <ul style="list-style-type: none"> ▪ Introduction on Project Forwarding | |
| 4.6.2 | | How are Projects awarded ? | <ul style="list-style-type: none"> ▪ The Project Engineer ▪ The International Freight Forwarder as a Project Forwarder | |
| 4.6.3 | | The Pre-Qualification | | |
| 4.6.4 | | The Tender | | |
| 4.6.5 | | The Award of the Contract | | |
| 4.6.6 | | How to prepare a bid ? | <ul style="list-style-type: none"> ▪ Study of Logistical Requirements ▪ Rate Negotiations ▪ The Bid | |
| 4.6.7 | | The Contract | | |
| 4.6.8 | | How is a Project Handled ? | | |
| 4.7.1 | 3 hrs | Alternative Transport Solutions | <ul style="list-style-type: none"> ▪ Introduction – Thinking in Alternatives | |

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| 4.7.2. | | Identifying the Needs – Safety & Security of the Cargo, Reasonable Transportation Cost & Scheduled delivery of cargo at destinations | | |
| 4.7.3 | | The Alternatives Available – Parcel, Rail Transportation, Truck Transportation, Ocean Transportation, Airfreight | | |
| 4.7.4 | | Interoperability of Transport Systems | <ul style="list-style-type: none"> ▪ Interoperability definitions ▪ Interoperability in different transport systems. | EU Directives |
| 4.7.5 | | Making the final decision – Criteria, Other Considerations, Minimum Rates/Volume Cargo | | |
| 4.7.6 | | Strikes & Port Congestions – Organised Labours, Freight Forwarders’ reactions towards strikes, What are the alternatives. | | |

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| 5. | 50 hours | AIR TRANSPORT Learning Objective The applicant will be able to facilitate the movement of goods by airfreight conforming with procedures and relevant statutory measures. | |
| 5.1 | | INDUSTRY REGULATIONS | <p>Relevant regulations of the following bodies:</p> <ul style="list-style-type: none"> ▪ ICAO ▪ IATA ▪ IAEA ▪ National Authorities |
| 5.2 | | AIR CARGO AGENCY | <ul style="list-style-type: none"> ▪ IATA Cargo Agent ▪ Consolidator ▪ Operations ▪ Service functions ▪ Organization ▪ Liability |
| 5.3 | | WORLD GEOGRAPHY AND AIR CARGO ROUTING | <ul style="list-style-type: none"> ▪ Geography ▪ IATA 3-Letter codes ▪ IATA Areas ▪ Time zones ▪ Transportation time ▪ Impact of natural phenomena (i.e. volcanoes, weather etc.) and unrest hot spots on flying ▪ Air cargo routing including the “hub and spoke” concept |
| 5.4 | | USE OF GUIDES | <ul style="list-style-type: none"> ▪ OAG ▪ Perishable Guidebook ▪ Additional publications e.g. AVI |
| 5.5 | | AIRCRAFT | <ul style="list-style-type: none"> ▪ Aircraft types and cargo carrying capacities ▪ Bulk loading limitations ▪ ULDs ▪ Summary |
| 5.6 | | AIR CARGO HANDLING | <ul style="list-style-type: none"> ▪ Packing ▪ Marking and Labelling ▪ Storage including specialised and “known cargo” facilities |

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| 5.7 | | HANDLING FACILITIES | <ul style="list-style-type: none"> ▪ Aircraft handling facilities ▪ Cargo terminal facilities ▪ Forwarders facilities ▪ Security Facilities | |
| 5.8 | | CARGO BOOKINGS | <ul style="list-style-type: none"> ▪ How to make a booking ▪ Airline booking procedure | |
| 5.9 | | AIR CARGO ACCEPTANCE | <ul style="list-style-type: none"> ▪ Instructions for carriage- Shippers Letter of Instruction (SLI) ▪ Special cargoes (i.e. AVI/PER/HUM/VAL/ Personal Effects - (new Cargo Temp. Labelling etc.) ▪ ICAO Air cargo security regulations and their local implementation | |
| 5.10 | | CARGO AUTOMATION | <ul style="list-style-type: none"> ▪ SITA ▪ Cargo IMP ▪ EDI ▪ UN/EDIFACT ▪ Automation e.g. Cargo Community Systems | |
| 5.11 | | AIR CARGO RATES AND CHARGES | <ul style="list-style-type: none"> ▪ TACT ▪ IATA Areas ▪ Chargeable weight ▪ Currencies ▪ Rates and charges ▪ General rules ▪ Minimum charges ▪ GCR ▪ SCR ▪ CCR ▪ Lower charge/higher weight ▪ Precedence of rates ▪ Valuation charge (Warsaw Convention, Montreal Protocol) ▪ Charges collect ▪ Disbursements ▪ Other charges ▪ National/ regional rating concept | |
| 5.12 | | COSTING AND QUOTING | <ul style="list-style-type: none"> ▪ Introduction ▪ IATA commission ▪ Rates ▪ Quotation ▪ Invoicing | |

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| 5.13 | | AIR WAYBILL | <ul style="list-style-type: none"> ▪ Concept of paperless documentation ▪ Airline AWB ▪ Neutral AWB ▪ Function of AWB ▪ Completion of AWB ▪ Labelling and marking | |
| 5.14 | | CHARTERING AN AIRCRAFT | <ul style="list-style-type: none"> ▪ Introduction ▪ Five Freedoms ▪ How to charter an aircraft ▪ Contract ▪ After the contract ▪ Air charter terminology | |
| 5.15 | | AIRLINE ACCOUNTING SYSTEMS (INCLUDING CASS) | <ul style="list-style-type: none"> ▪ Introduction ▪ Advantages ▪ CASS Export | |
| 5.16 | | MONTREAL CONVENTION AND E-LOGISTICS | <ul style="list-style-type: none"> ▪ General ▪ E-Logistics legal complications ▪ Other implications | |
| 5.17 | | DANGEROUS GOODS OVERVIEW | <ul style="list-style-type: none"> ▪ Candidates will need to produce a valid certificate issued by an IATA Authorized Training Center (ATC) or IATA Accredited Training School (ATS) as evidence that they have met the requirements of IATA Category 6 Dangerous Goods Training. | |
| 5.18 | | DEVELOPMENTS IN AIRFREIGHT | <ul style="list-style-type: none"> ▪ Drones | |

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| 6. | 50 hours | ROAD TRANSPORT Learning objective The applicant will be able to facilitate the movement of goods by road transport conforming with procedures and relevant statutory measures. | | |
| 6.1 | 14 hrs | LEGAL REQUIREMENTS FOR NATIONAL AND INTERNATIONAL ROAD TRANSPORT | <ul style="list-style-type: none"> ▪ Organisation of the Road Carriers (International Road Union = IRU) ▪ CMR ▪ Liability of the carrier ▪ Legal requirements on road traffic regarding maximum weight, outside dimensions, traffic ban during certain periods ▪ Necessary steps to take for out-of-gauge movements (weight or dimensions) ▪ Requirements regarding handling, loading and labelling of Dangerous Goods (ADR regulations) ▪ International Forums ex. CEMT | www.iru.org https://ec.europa.eu/transport/road_safety/specialist/toolbox_en |
| 6.2 | 7 hrs | TYPES OF ROAD VEHICLES | <ul style="list-style-type: none"> ▪ Length, width, height, loading and total weight of the most used trucks (inland and border crossing traffic) ▪ Combined movements: <ul style="list-style-type: none"> ▪ Road/rail ▪ Road/ferryboat ▪ Roll on-roll off ▪ Transport of refrigerated cargo ▪ Heavy lift cargo ▪ Swap-bodies (similar to containers) | |
| 6.3 | 14 hrs | WAY-BILLS AND ACCOMPANYING DOCUMENTS | <ul style="list-style-type: none"> ▪ Waybill for inland transportation ▪ Waybill for cross border traffics ▪ Liability of the carrier ▪ Conclusion and fulfilment of the transport contract ▪ International Customs transit Document (e.g. carnet TIR, SMGS) | |

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| 6.4 | 11 hrs | PRICING | <ul style="list-style-type: none"> ▪ Minimum pricing for part and complete loads ▪ Calculation of pricing distances ▪ Determination of possible commodity / class rates ▪ Pricing for additional services ▪ Possibilities of prepayments instructions ▪ Groupage and chartering pricing | |
| 6.5 | 4 hrs | GEOGRAPHY OF ROAD TRANSPORT | <ul style="list-style-type: none"> ▪ The most important transit points ▪ The most important international traffic routes ▪ Ferryboat connections ▪ Tunnels ▪ Road infrastructure limitations | |

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| 7. | 20 hours | RAIL TRANSPORT Learning objective The applicant should be competent to give information on the legal aspects of carriage by rail and he should be able to describe rolling stock (most important railcars) and combined traffic by rail. He should explain how to complete consignment notes and how to work with rail tariffs. | | |
| 7.1 | 4 hrs | LEGAL REQUIREMENTS OF NATIONAL AND INTERNATIONAL RAIL TRANSPORT | <ul style="list-style-type: none"> ▪ UIC = International Railway Union (world-wide) ▪ CIM = (International Convention for rail transport, mainly Europe) ▪ SMGS (International Convention for rail transport in Eastern Europe <ul style="list-style-type: none"> ▪ Including Annexes to the SMGs Rules for the Carriage of Goods, Rules of the Carriage of Dangerous Goods, Technical Arrangements for Stowage and Fastening of Goods, Rules for the Carriage of a Car Not Owned by the Carrier as Vehicle, Information Manual, Handbook on CIM/SMGS Common Consignment Note ▪ including Russia and some Asian countries ▪ rights and duties of the Railways and its customers (e.g. forwarders) ▪ Requirements regarding handling, labelling and loading of Dangerous Goods (RID, mainly for Europe) ▪ North America, Central and South America Rail Operations | http://www.uic.org/ |
| 7.2. | 3 hrs | WAYS AND MEANS OF TRANSPORTATION | <p>A) Conventional transport by rail (rail wagons) complete wagon loads (part loads have nearly disappeared)</p> <ul style="list-style-type: none"> - Types of rail wagon (railway-owned or private rail wagons) - Special rail wagons (e.g. with changeable axles, container carrying rail wagons) - Loading gauges <p>B) Combined transport by rail (road-rail transport)</p> <ul style="list-style-type: none"> ▪ Piggyback (transport by rail of road semi-trailers) ▪ Container traffic by rail (unaccompanied combined transport) ▪ Swap-bodies (similar to containers), Euro (pallet wide) containers ▪ Road Railer | |
| 7.3 | 4 hrs | WAYBILLS AND ACCOMPANYING DOCUMENTS | <ul style="list-style-type: none"> ▪ Preparation of national and International consignment notes ▪ Accompanying documents (customs documents, commercial invoices etc.) | |

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| 7.4 | 7 hrs | TARIFFS (CONVENTIONAL OR COMBINED TRANSPORT) | <p>A) Conventional transport by rail</p> <ul style="list-style-type: none"> ▪ Conditions of application of rail tariffs <ul style="list-style-type: none"> - Charges based on loading weight per rail wagon, lump sum rates - per rail wagon, per complete trainload - Minimum charges to be considered - Distances to be taken into account - Payment of the freight charges (e.g. prepaid, collect, up to border etc.,) <p>B) Combined transport by rail</p> <ul style="list-style-type: none"> ▪ Contract of carriage ▪ Rates per Intermodal Transport Unit (ITU) which can be container, swap body or semi-trailer, suitable for intermodal transport ▪ Special agreements (e.g. trainloads, quantity rebates etc.) | |
| 7.5 | 2 hrs | GEOGRAPHY AND OPERATIONAL ASPECTS IN RAIL TRANSPORT | <ul style="list-style-type: none"> ▪ Main national railway network ▪ International railway network, border stations (transit) ▪ Rail terminals (rail/road interchange stations, port stations) ▪ International Rail Transport Corridor | www.rne.eu |

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| 8. | 15 hrs | NATIONAL/INTERNATIONAL CARRIAGE BY INLAND WATERWAY | | |
| | | Learning objective The applicant should give summary information on how inland waterway transport is organised. He also should be able to list the most common barges and their particularities. He should know the documents to be used and give information on the pricing of freight shipped in barges. Finally he should name the most important navigable waterways. | | |
| 8.1 | 4 hrs | LEGAL REQUIREMENTS OF TRANSPORTS BY INLAND WATERWAY | <ul style="list-style-type: none"> ▪ Agreements between the countries concerned ▪ Conditions of carriage ▪ Legal framework ▪ Conditions for the transport of dangerous goods <ul style="list-style-type: none"> - ADN (International carriage of Dangerous Goods by inland waterway) | |
| 8.2 | 1 hr | TYPE OF BARGES USED IN INLAND WATERWAY CARRIAGE | <ul style="list-style-type: none"> ▪ Motor barges ▪ Tugged barges ▪ Tug ▪ Multi Sea Inland Waterway Barge | |
| 8.3 | 4 hrs | WAYBILLS AND ACCOMPANYING DOCUMENTS | <ul style="list-style-type: none"> ▪ Inland waterway bill of lading ▪ Inland waterway consignment note ▪ The most important conditions of the bill of lading and the consignment note | |
| 8.4 | 5 hrs | DETERMINATION OF FREIGHT CHARGES FOR INLAND WATERWAY TRANSPORT | <ul style="list-style-type: none"> ▪ Agreements/Conventions on freight charges ▪ Surcharges such as <ul style="list-style-type: none"> - Low water - High water - Ice - Level of water-mark - Ascertain weight of goods (official verification) | |
| 8.5 | 1 hr | GEOGRAPHY OF INLAND PORTS | <ul style="list-style-type: none"> ▪ Network of navigable waterways ▪ Locks ▪ Side rivers and canals ▪ Most important river ports ▪ IT Systems for Inland Waterways Navigation e.g. River Information Services in Europe | |

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| 9. | 30 hours | CUSTOMS PROCEDURES Learning objective The applicant should be in a position to explain the necessity of customs duties and control on imported, exported or transit cargo. The applicant should give a brief information on the existing international conventions/agreements, structure of customs tariffs (national) and the forms used in his country. The applicant should be in a position to calculate customs duties and should be aware of Customs offences/frauds. | | |
| 9.1 | 4 hrs | GENERAL INFORMATION ON THE NATIONAL CUSTOMS ADMINISTRATION | <ul style="list-style-type: none"> ▪ Organisation ▪ National customs territory ▪ Duties and rights of the customs administration and the freight forwarder acting as customs clearing agent ▪ The most important laws affecting customs clearance ▪ Customs offences ▪ Appeals in customs matters ▪ Preventing drug smuggling and wildlife trafficking ▪ Classification of foreign trade goods ▪ WCO SAFE ▪ WTO FTA Single Window | <p>WORLD CUSTOMS ORGANISATION, BE-Brussels</p> <p>www.wcoomd.org</p> |
| 9.2 | 7 hrs | NATIONAL CUSTOMS TARIFFS | <ul style="list-style-type: none"> ▪ Structure of the Customs Tariff ▪ Signification of the Customs Nomenclature ▪ Calculations of customs duties ▪ Customs forms | |
| 9.3 | 7 hrs | NATIONAL CUSTOMS PROCEDURES | <ul style="list-style-type: none"> ▪ Final Customs Clearance (import, export) ▪ Temporary admission and other special types of clearance, such as transit under bond, duty free zones etc. ▪ Preferential duties ▪ Simplified procedures ▪ Administration of Bonds ▪ Collection of customs fees, customs statistics, exchange of customs information | |
| 9.4 | 4 hrs | LIABILITY OF THE FREIGHT FORWARDER | | |
| 9.4.1 | | LIABILITY OF THE FREIGHT FORWARDER TOWARDS THE CUSTOMS ADMINISTRATION | <ul style="list-style-type: none"> ▪ According to the local/national legislation | |

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| 9.4.2 | | LIABILITY (IN THE CUSTOMS CONTEXT) OF THE FREIGHT FORWARDER TOWARDS THE CUSTOMER | ▪ According to the local/national legislation | |
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| 9.5 | 5 hrs | INTERNATIONAL CONVENTIONS | <ul style="list-style-type: none"> ▪ KYOTO Convention ▪ HS - Harmonised System ▪ GATT – General Agreement on Tariffs and Trade ▪ Customs preferences for goods from developing countries ▪ ATA Convention ▪ TIR Conventions – Customs Convention on the international transport of goods under cover of TIR carnets ▪ Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES) ▪ Bali Agreement Trade Facilitation ▪ RCEP ▪ SMGS | |
| 9.6 | 3 hrs | OTHER POSSIBLE DUTIES OF THE CUSTOMS ADMINISTRATION | <ul style="list-style-type: none"> ▪ VAT (applicable rate and taxable value) ▪ Control of import and export consignments ▪ Import Licences e.g. for certain types of Dangerous Goods (ADR/IMDG code, class 1 and 7 = Explosives, radioactive substances) ▪ Veterinarian control ▪ Live plant control (phytosanitary control) ▪ Intellectual Property, Counterfeit, Artefacts, Boycott issues ▪ Other specified duties for other governmental authorities | |

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| 10. | 30 hrs | LOGISTICS Learning objective The applicant should be able to describe the role of the forwarder in logistic activities and define logistic systems. He also should state the main steps in a logistic project. He should be acquainted with terms such as JIT, 'pull systems ', physical distribution, supply chain, tailor made services. He should also be familiar with the procedure of warehousing, types of warehouse and financial aspects of storage. | | |
| 10.1 | 4 hrs | LOGISTICS AND FORWARDING | <ul style="list-style-type: none"> ▪ Definition of logistics ▪ Historical origin of logistics ▪ The forwarder in the supply chain process ▪ Common and divergent tasks in logistics and forwarding activities ▪ Conventional activities of the forwarder: <ul style="list-style-type: none"> ▪ transport, warehousing, handling ▪ Logistical activities <ul style="list-style-type: none"> - Provision of logistical services - Development and implementation of logistical services ▪ Outsourcing ▪ QM (Quality Management Systems) | |
| 10.2 | 7 hrs | LOGISTIC CONCEPT/PROJECT | <ul style="list-style-type: none"> ▪ PROJECT (Logistics can be seen in many cases as <i>project based management</i>) <ul style="list-style-type: none"> ▪ Actual situation ▪ Definition of the order ▪ Concept ▪ Strategy (Targets, Solutions) ▪ Alternative concepts (material- and information flow) ▪ Evaluation ▪ Detailed planning ▪ Organisation, budget, implementation, cost calculation ▪ Realisation ▪ Controlling | |
| 10.3 | 3 hrs | PHYSICAL DISTRIBUTION SYSTEMS | <ul style="list-style-type: none"> ▪ Categories of logistics providers/Forwarders ▪ Single provider ▪ Providers of special services ▪ Network providers ▪ System providers | |

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| 10.4 | 4 hrs | SUBSYSTEMS IN LOGISTICS (SUPPLY CHAIN MANAGEMENT = SCM) | <ul style="list-style-type: none"> ▪ Procurement Logistic ▪ Production Logistics ▪ Logistics around the point of sales ▪ Just-in-time deliveries ▪ Supply chain management | |
| 10.5 | 2 hrs | INFORMATION HANDLING AND CONTROL ISSUES | <ul style="list-style-type: none"> ▪ Customer centred data ▪ Data sharing systems – customer and forwarder ▪ Data management in parallel to cargo management | |
| 10.6 | 1 hr | VALUE ADDED SERVICES | <ul style="list-style-type: none"> ▪ Marking ▪ Packing ▪ Retail packing ▪ Co-packing ▪ De-CONSOL and Re-CONSOL (Distribution function) | |
| 10.7 | 1 hr | COMMODITY RELATED SYSTEMS | <ul style="list-style-type: none"> ▪ Automotive industry ▪ Food processing industry | |

| WAREHOUSING, STORAGE AND DISTRIBUTION | | | |
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| 10.8 | 1 hr | RIGHTS AND DUTIES OF THE WAREHOUSE OPERATOR AND THE CUSTOMER | <ul style="list-style-type: none"> ▪ Liability of the warehouse owner ▪ Liability of the owner of the goods (> accurate declaration of contents and value) ▪ Terms of contract |
| 10.9 | 1 hr | TYPES OF WAREHOUSES | <ul style="list-style-type: none"> ▪ Private warehouse ▪ Bonded warehouse ▪ Public warehouse |
| 10.10 | 2 hrs | <ul style="list-style-type: none"> ◆ WAREHOUSE DOCUMENTS ◆ IT (INFORMATION TECHNOLOGY) FOR WAREHOUSES | <ul style="list-style-type: none"> ▪ Private warehouse receipt ▪ FWR – FIATA warehouse receipt ▪ Warrant warehouse receipt ▪ IT Systems for warehousing ▪ FCR – FIATA Forwarders Certificate of Receipt Equipment and systems ▪ Racking and Layout ▪ Lift Trucks and VNA (Very Narrow Aisle) Trucks ▪ Order picking ▪ Fully automated warehouse systems |
| 10.11 | 2 hrs | CONSTRUCTION, LAYOUT AND SAFETY | <ul style="list-style-type: none"> ▪ Choice of location [Relationship to market / geographic needs] ▪ Relative size [floor area versus internal cube] ▪ Internal layout [flexibility / equipment choices] ▪ Safe working practices ▪ Fire Prevention [Equipment / Testing / Housekeeping / Waste disposal] |
| 10.12 | 1 hr | DEBIT OF WAREHOUSE CHARGES /RENT | <ul style="list-style-type: none"> ▪ Storage charges ▪ Warehouse rent ▪ Warehouse insurance ▪ Warehouse handling fees ▪ Ancillary charges ▪ IT based invoicing |

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| 10.13 | 1 hr | Inventory Control | <ul style="list-style-type: none">▪ First in, First out concept▪ Warrant storage▪ Consignment store▪ Compulsory storage | |
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| 11. | 10 hrs | INSURANCE Learning Objective The applicant should be able to give information on the different possibilities of insurance coverage and its characteristics. He should also be in a position to state briefly the liability of carriers. His knowledge should enable him to deal with simple insurance issues. | | |
| 11.1 | 5 hrs | LIABILITY INSURANCE | | |
| 11.1.1 | | LIABILITY INSURANCE POLICY | <ul style="list-style-type: none"> ▪ Risks covered ▪ Liability insurance for FIATA Bill of Lading (It should be noted that there are no specific insurance requirements for the use of the FIATA bill of lading other than the user having insurance in place to cover their operational liabilities with a first class insurance company) ▪ Insurers offering cover in local marketplace (e.g. TT Club, etc.) | |
| 11.1.2 | | LIABILITY OF DIFFERENT PARTIES | <ul style="list-style-type: none"> ▪ Insurance company (Note: The Insurance company should be providing insurance that properly covers the risks involved and to the proper liability limits - and applicable to the appropriate legislative regimes that may be involved in any given transit) ▪ An Insurance Broker may be able to provide assistance in assessing and identifying the particular insurance needs of your business ▪ Freight forwarder (very important when carrying e.g. Dangerous Goods) ▪ Carriers such as <ul style="list-style-type: none"> ▪ Railway networks ▪ Road operators ▪ Shipping lines inland waterways ▪ Ocean going traffic ▪ Airlines ▪ Express services (Integrators) ▪ Logistics service providers ▪ Limitation on Liability, such as <ul style="list-style-type: none"> ▪ Contractual ▪ Total Claim Value ▪ Single Incident Value ▪ Re-Insurance Concepts | www.ttclub.com http://www.aktiv-assekuranz.de/home.html |

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| 11.2. | 5 hrs | TRANSPORT INSURANCE | | |
| 11.2.1 | | CARGO INSURANCE POLICY | <ul style="list-style-type: none"> ▪ Cargo insurance policy (also blank endorsed) <ul style="list-style-type: none"> ▪ Check to identify which party is responsible for insurance in sales contract ▪ Identify which party is responsible in accordance with shipper's declaration and mode of transport, especially where International Conventions are applicable – CMR, Hague-Visby, etc. ▪ Insurable value (Ex Works, FOB, Duty Paid, with profit, etc.) ▪ Ancillary service requirements ▪ Utmost Good faith | |
| 11.2.2 | | TYPES OF COVERAGE | <ul style="list-style-type: none"> ▪ ▪ FPA – Free of Particular Average ▪ WPA – With Particular Average ▪ ALL RISKS – against all risks according to type of goods ▪ War risks ▪ Risks to cover strikes and civil unrest ▪ Exclusions: ▪ Uninsurable, e.g. Nuclear incidents, Acts of God, Inherent Vice etc. ▪ Legal liability (for example limitation under the bill of lading/ transport convention. ▪ Cargo liabilities ▪ Errors and Omissions ▪ 3rd Party Liability ▪ Property ▪ Motor | |

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| 11.2.3 | | DUTIES OF THE FREIGHT FORWARDER IN CASE OF DAMAGE | <ul style="list-style-type: none"> ▪ Place Carriers on notice (all parties to contract). Request reserves ▪ Assessment of damage (Joint survey etc.) ▪ Lodge a claim for damage ▪ Claims documentation and supporting documents as required by insurer ▪ Record of claims and settlement ▪ Duty to mitigate loss ▪ Contractual Time-Bar issue ▪ Some insurers would insist on the insured not admitting liability (even where the circumstances appear to be clear) doing so can be damaging ▪ Ensure that notification of the incident is made to your insurer at the earliest opportunity. There may be obligations under the policy to notify within a certain period. | |
| 11.2.4 | | GENERAL AVERAGE | <ul style="list-style-type: none"> ▪ General Average clause. applicability ▪ General Average within insurance contracts ▪ Declaration of general Average ▪ Requirement of for General Average Bond ▪ General Average adjustment ▪ Role of the Average adjuster ▪ Use of different documents | |

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| 12. | 10 hrs | DANGEROUS GOODS <i>Educational objective:</i> The student should be acquainted with the most important UN Regulations (Air, Sea, Road/Rail) for Dangerous Goods. He should be able to demonstrate its application in practice including use and completion of the necessary documents | |
| 12.1 | 1 hr | ROLE OF THE PARTIES IN THE TRANSPORT CHAIN | <ul style="list-style-type: none"> ▪ Definition of DANGEROUS GOODS ▪ Shippers 'responsibility ▪ Freight Forwarders 'responsibility ▪ Carriers 'responsibility ▪ Third-party liability (e.g. warehousing) ▪ In house policy concerning Dangerous goods ▪ Risk management |
| 12.2 | 3 hrs | REGULATIONS | <ul style="list-style-type: none"> ▪ <i>UN RECOMMENDATIONS ON THE TRANSPORT OF DANGEROUS GOODS (Orange book)</i> ▪ IATA-DGR, ICAO-TI (Air) ▪ IMDG Code (Sea) ▪ ADR (Road) ▪ RID (Rail) ▪ EN 12798 (supplement to ISO 9000 series) ▪ National legislation |
| 12.3 | 1 hr | CLASSIFICATION | <ul style="list-style-type: none"> ▪ 9 main classes (1 – 9) ▪ Identification: UN-Number, Proper Shipping Name • "Who" performs the classification of cargoes • GHS Globally Harmonized Systems |
| 12.4 | 2 hrs | MARKING OF HAZARDOUS CARGO, HANDLING | <ul style="list-style-type: none"> ▪ Hazard Labels ▪ Labelling ▪ Packaging, Packing Group, Segregation of Packaging ▪ Vehicle plates, Placarding of Vehicles ▪ Handling of Dangerous Goods (Terminals, Transport) ▪ Accidents/incidents ▪ Data Banks / Ref. Points / Local expertise Civil Defence, Port Authority ▪ Emergency Response of Dangerous Goods ▪ Hazard Marking |
| | | | www.unece.org/trans/danger/danger.htm |

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| 12.5 | 1 hr | TRAINING | <ul style="list-style-type: none"> ▪ Training plan, Training structure (modes of transport) ▪ Person in charge of Dangerous Goods ▪ Guidelines, Checklists, in house policy ▪ Dangerous Goods Safety Adviser = DGSA (mainly Europe) ▪ FIATA Publication: "A FIATA Introduction to the Regulations for the safe handling and transport of Dangerous Goods" ▪ There is now a statutory requirement to train all personnel who are handling dangerous goods. This changed within the body of IMDG 3408 | |
| 12.6 | 2 hr | DOCUMENTATION | <ul style="list-style-type: none"> ▪ Shippers declaration ▪ Multimodal Dangerous Goods Form (recommended by UN), reflected in sea mode and ADR/RID ▪ FIATA SDT (Shippers Declaration for the transport of Dangerous Goods) | |

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| 13. | Total 10 h | SAFETY AND SECURITY Learning Objective: The trainee will be able to describe current Safety and Security measures used in his daily practice as a Freight Forwarder and explain the difference between Safety and Security. He should list and describe existing Security programs in the transport chain, taking into account the different modes of transport. | |
| 13.1. | 1 hr | DEFINITION OF SAFETY AND SECURITY <i>(In many languages there is only one expression for Safety/Security !)</i> | <p>SAFETY: The origin of the danger can be human, natural, technical and is always involuntary</p> <p>Protection of health and well-being of employees/workers, protection of the environment, protection against fire</p> <hr/> <p>SECURITY: The threat is always caused by human malevolence (voluntary action)</p> <p>Prevention of all forms of risk and threat, protection of people, goods and property, protection of the firm, its interest, its stakeholders</p> |
| 13.2. | 2hrs | SECURITY IN THE TRANSPORT CHAIN | Characteristic and significance of Security in today's Transport Chain |
| 13.3. | Total 5 hrs | SECURITY PROGRAMS IN THE TRANSPORT CHAIN | Many of the Security Programs have been implemented by the U.S. as a post 9/11 measure |
| 13.3.1 | | AMS (Automated Manifest System) - Air AMS - Vessel AMS - Rail AMS - Truck AMS | AMS is a multi-modular cargo inventory control and release notification system for sea, air, and rail carriers. AMS speeds the flow of cargo and entry processing and provides participants with electronic authorization to move cargo prior to arrival. AMS facilitates the intermodal movement and delivery of cargo by rail and trucks through the In-bond system. |
| | | | https://www.cbp.gov/trade/trade-community/automated-systems/ams |

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| 13.3.2 | BTA (Bioterrorism Act) United States | <ul style="list-style-type: none"> ▪ The events of September 11, 2001, highlighted the need to enhance the security of the U.S. food supply and underscored the importance of FDA's (Food and Drug Administration) food research activities. The Congress passed the Public Health Security and Bioterrorism Preparedness and Response Act of 2002 (Bioterrorism Act) which was signed into law on June 12, 2002. This landmark legislation provided the FDA with significant new tools to protect the nation's food supply against the threat of intentional contamination and other food- related emergencies. ▪ Japan New Regulation AMR | https://www.fda.gov/food/guidanceregulation/foodfacilityregistration/ucm2006831.htm |
| 13.3.3 | CSI (Container Security Initiative) | <ul style="list-style-type: none"> ▪ CSI is a program intended to help increase security for containerized cargo shipped to the United States from around the world. CSI addresses the threat to border security and global trade posed by the potential for terrorist use of a maritime container to deliver a weapon. | https://www.cbp.gov/border-security/ports-entry/cargo-security/csi/csi-brief |
| 13.3.4 | C-TPAT (Customs Trade Partnership against Terrorism) | <ul style="list-style-type: none"> ▪ The Customs-Trade Partnership Against Terrorism (C-TPAT) is a voluntary supply chain security program led by U.S. Customs and Border Protection (CBP) and focused on improving the security of private companies' supply chains with respect to terrorism. The program was launched in November 2001 with seven initial participants, all large U.S. companies. | https://www.cbp.gov/border-security/ports-entry/cargo-security/c-tpat-customs-trade-partnership-against-terrorism/ |
| 13.3.5 | FAST (Free and Secure Trade) | <ul style="list-style-type: none"> ▪ The Free and Secure Trade (FAST) program is a joint United States-Canadian/Mexican program between the Canada/Mexico Border Services Agency and the United States Customs and Border Protection. The FAST initiative offers pre-authorized importers, carriers and drivers expedited clearance for eligible goods, building on what Canada previously implemented under their Customs Self-Assessment (CSA) program | http://www.cbsa-asfc.gc.ca/prog/fast-express/menu-eng.html |
| 13.3.6 | ISPS Code | <ul style="list-style-type: none"> ▪ The International Ship and Port Facility Security Code (ISPS Code) is a comprehensive set of measures to enhance the security of ships and port facilities, developed in response to the perceived threats to ships and port facilities in the wake of the 9/11 attacks in the United States. | www.imo.org |

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| 13.3.7 | | TAPA-EMEA (Transported Asset Protection Association) EMEA = (Europe, Middle East & Africa) | <ul style="list-style-type: none"> ▪ TAPA-EMEA is an Association of security professionals and related to business partners from companies involved in the transportation of high value goods | www.tapaemea.com |
| 13.3.8 | | CDI-MPC (Chemical Distribution Institute - Marine Packed Cargo) | <ul style="list-style-type: none"> ▪ The Chemical Distribution Institute (CDI) is an independent, non-profit making, organisation funded by the chemical industry. CDI was created to provide risk assessment systems for bulk liquid chemicals shipping and storage. In full cooperation with the distribution industry, CDI has developed the Marine Packed Cargo (CDI-mpc) scheme. It provides audit data for each category of Logistic Service Providers (LSP) involved in the distribution supply chain for packaged chemicals: Shipping Companies Ships Tank Container Operators Container Terminals, Container Freight Stations, Freight Forwarders, Agents | http://www.cdi.org.uk/ |
| 13.3.9 | | ISOPAS 28 000 | <ul style="list-style-type: none"> ▪ Security Initiative in global supply chains resulting from industry and governmental cooperation within ISO (International Standard Organisation) <ul style="list-style-type: none"> ▪ Policy ▪ Security risk assessment and planning ▪ Implementation and operation ▪ Checking and corrective action ▪ Management review | www.iso.org |

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| 13.4 | EUROPE | | | |
| 13.4.1 | 2 hrs | AEO (Authorized Economic Operator | <ul style="list-style-type: none"> ▪ One of the main elements of the security amendment of the Community Customs Code (Regulation (EC) 648/2005) is the creation of the AEO-concept. ▪ On the basis of Article 5 an of the security amendments of the Community Customs Code, Member States will be entitled to grant the AEO-status to any economic operator that meets common criteria relating to the operators' control systems, financial solvency and compliance record. The status of the authorised economic operator granted by one Member State is recognized by the other Member States, but does not confer the right to benefit automatically in the other Member States from simplifications provided for in the customs rules. However, the other Member States should grant the use of simplifications to authorised economic operators provided they meet all the specific requirements for the particular simplifications. <ul style="list-style-type: none"> ▪ European RA/KC program on air security ▪ RA3/KC/ACCE concepts ▪ EN2320 ▪ AEO e-learning course: <p>http://ec.europa.eu/taxation_customs/customs/cooperation_programmes/key_policies/elearning/article_4540_en.htm</p> | http://tfig.unece.org/contents/authorized-economic-operators.htm |
| 13.4.2 | | CSP CUSTOMS SECURITY PROGRAMME | <ul style="list-style-type: none"> ▪ EU Customs approach on security Control Standards | https://ec.europa.eu/taxation_customs/general-information-customs/customs-security/security_en |
| 13.4.3 | | SQAS (Safety & Quality Assessment System | <ul style="list-style-type: none"> ▪ SQAS is a system to evaluate the quality, safety, security and environmental performance of Logistics Service Providers (LSP's) and Chemical Distributors in a uniform manner by single standardised assessments carried out by independent assessors using a standard questionnaire. A SQAS assessment does not lead to a certificate but offers a detailed factual report which each chemical company needs to evaluate according to its own requirements. | www.sqas.org |

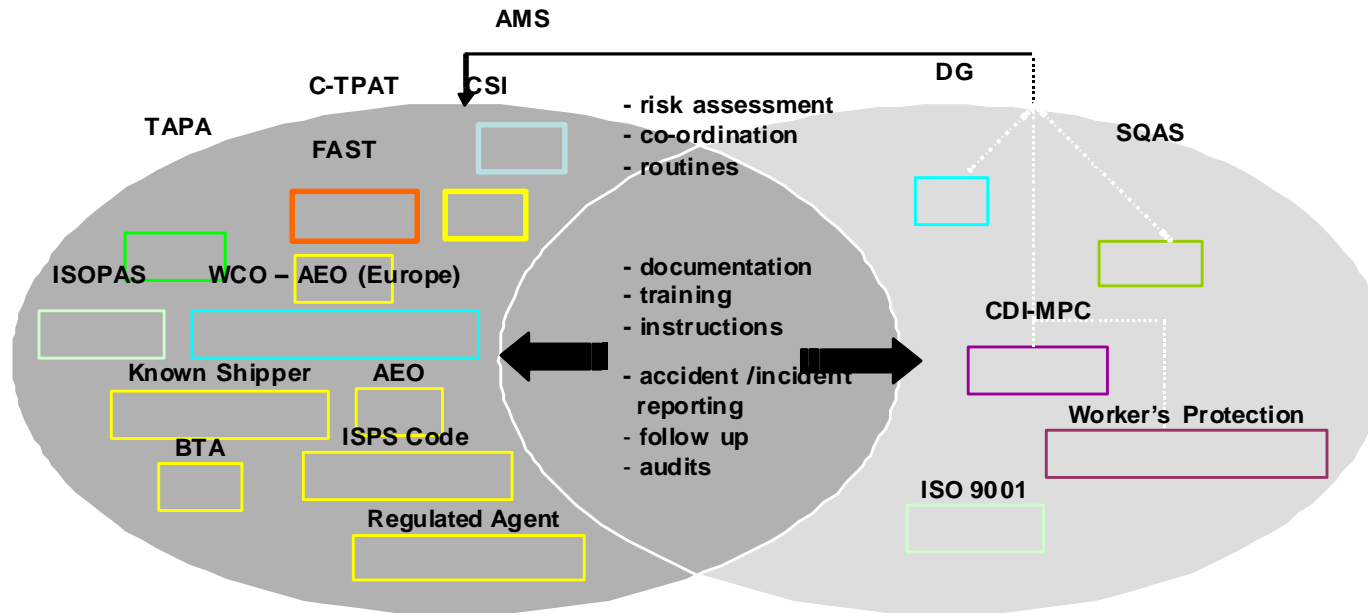
INTERACTION BETWEEN SAFETY AND SECURITY

Security

"prevent loss or damage as a result of a conscious act"

Safety

"prevent loss or damage as a result of an accident"



Dangerous goods cannot be dealt with in isolation with regard to security measures.

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| 14. | 13 hrs | INFORMATION & COMMUNICATION TECHNOLOGIES (ICT) IN FORWARDING Learning objectives The applicant should be able to appreciate the fundamental essentials in the usage of technologies attributed in the <i>application of computer and communication</i> . Such technologies that are applicable in Forwarding, either in form of applications or standards, are focussed on <i>data collection, exchanging and manipulation</i> . The applicant must also appreciate the extent of the <i>e-business</i> and e-commerce in the world of the Internet and the world wide web (www). In addition, fundamental understanding of <i>security</i> and electronic signatures used in e-commerce should also be appreciated. | | |
| 14.1 | 1 hr | BASIC UNDERSTANDING OF COMPUTER AND ITS ENVIRONMENT | <ul style="list-style-type: none"> ▪ <i>Understanding of Hardware and Software</i> <ul style="list-style-type: none"> - CPU, RAM, Storage Device, Drives, BIOS ▪ Different types of Operating systems (UNIX, DOS, Windows) ▪ <i>Basic principles of information processing in business environment</i> <ul style="list-style-type: none"> - Online, Offline, Batch processing ▪ <i>Understanding the task of computing personnel</i> <ul style="list-style-type: none"> - Ethics of usage - Role of the users and System Administrators ▪ <i>Software aspects</i> <ul style="list-style-type: none"> ▪ Hardware Platform specifically: "off-the-shelf" versus "custom made". Limitation of software | |
| 14.2 | 1 hr | ROLE OF INFORMATION TECHNOLOGIES IN FORWARDING | <ul style="list-style-type: none"> ▪ <i>Role of Office Automation</i> <ul style="list-style-type: none"> - User Knowledge of Word Processing, Spreadsheet, e-mail, presentation, images) ▪ <i>Computerised Control System</i> <ul style="list-style-type: none"> - Documentation systems (Customs declaration, AWB, B/Lading) - Warehousing and Logistics Support systems ▪ <i>Awareness of the convergence of computing & communication technologies</i> ▪ <i>Impact of Information & Communication Technologies in the world of forwarding</i> | |
| 14.3 | 1 hr | DATA STORAGE & MANAGEMENT AND DATABASES | <ul style="list-style-type: none"> ▪ <i>Overview of Data, Data Storage and Data Management</i> ▪ Overview of Database Systems ▪ Relational Database Systems and RDBMS ▪ File Organisation, Storage Systems ▪ Database Backup and Recovery "on site" and "offsite" ▪ Database Security and Authorisation ▪ Data Warehouse and Data Mining ▪ Cloud Technology | |

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| 14.4 | 1 hr | PRINCIPLES OF NETWORKING AND DATA SHARING | <ul style="list-style-type: none"> ▪ <i>Principles of Networking and Data Sharing</i> ▪ Overview of Network Topologies and Components <ul style="list-style-type: none"> ▪ Types of networking topologies (Star, Token-Ring, Distributed) ▪ Understanding of LAN, WAN, peer-to-peer networks ▪ Understanding of Client/Server Architecture ▪ Latest technologies (Wireless Network, Digital Network) | |
| 14.5 | 1 hr | TELECOMMUNICATION AND ITS APPLICATIONS | <ul style="list-style-type: none"> ▪ Basic understanding of what are the available technologies currently offered by the telecommunication Companies | |
| 14.6 | 1 hr | ELECTRONIC DATA INTERCHANGE (EDI) AND VALUE-ADDED NETWORK (VAN) | <ul style="list-style-type: none"> ▪ <i>Understanding of the concept of EDI</i> ▪ Benefits of using VAN (Value Added Network) ▪ EDI Standards and Messages Types ▪ <i>Understanding of UNEDIFACT</i> <ul style="list-style-type: none"> - Role of UNCEFACT in EDIFACT ▪ <i>EDIFOR</i> <ul style="list-style-type: none"> ▪ Types of EDIFOR messages ▪ XML – usage issues versus sequential message structures <ul style="list-style-type: none"> - XML website | www.unece.org/cefact |
| 14.7 | 1 hr | BARCODING AND ITS APPLICATION | <ul style="list-style-type: none"> ▪ <i>Understanding of Concept of Barcodes</i> <ul style="list-style-type: none"> ▪ How Barcodes work within EDI, External versus Internal reference data ▪ Barcode Standards and Symbolologies: 2D and 3D concepts ▪ EAN/UCC ▪ <i>IATA & MITL Labels</i> <ul style="list-style-type: none"> - Resolution 606 B of IATA - Detailed explanation of 606 B Labels - What are Multi-Industry Transport Labels ? | www.iata.org |
| 14.8 | 1 hr | INTERNET AND WEB-BASED TECHNOLOGY | <ul style="list-style-type: none"> ▪ <i>Overview of Internet</i> ▪ ISP (Internet Service Provider) ▪ Web Browsers & other applications ▪ E-mail and other Services | |

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| 14.9 | 1 hr | E-COMMERCE | <ul style="list-style-type: none"> ▪ <i>Understanding of e-commerce</i> <ul style="list-style-type: none"> - What is e-commerce? - Components of e-commerce ▪ e-commerce Applications <ul style="list-style-type: none"> ▪ e.g.: space booking, tracking and tracing, EDI messages, etc. ▪ Some Legal Issues relating to e-commerce | www.w3.org |
| 14.10 | 1 hr | WEB-BASED APPLICATIONS AND E-MARKETPLACE | <ul style="list-style-type: none"> ▪ <i>Understanding of Application Service Providers (ASP)</i> <ul style="list-style-type: none"> - Advantage and disadvantage of using an ASP ▪ Overview of a e-Marketplace, Organisation ▪ ARIBA, Commerce-One, etc. | www.ariba.com |
| 14.11 | 1 hr | SECURITY | <ul style="list-style-type: none"> ▪ <i>Understanding of Security</i> <ul style="list-style-type: none"> - Security policy of the company/organisation - Issues relating to security of data, message transmission ▪ Virus and their propagation ▪ Existing virus protection programmes ▪ Virus protection for users | |
| 14.12 | 1 hr | ELECTRONIC FUND TRANSFER AND E-PAYMENTS | <ul style="list-style-type: none"> ▪ <i>Overview of Electronic Fund Transfer (EFT)</i> <ul style="list-style-type: none"> - What is EFT? Benefits of using EFT ▪ <i>Legal and Security Issues</i> ▪ Best practice in using EFT <ul style="list-style-type: none"> - In house policy relating to EFT | |
| 14.13 | 1 hr | NEW TECHNOLOGIES | <ul style="list-style-type: none"> ▪ Blockchain ▪ Drones ▪ 3D Printing | |