

Integrated, Innovative, Effective

European Air Transport Command



# EATC Ground Operations Document Catalog

Standardized documents and Quick reference cards for  
Handling Passengers and Cargo

**EATC, Functional Division**

2025

Version 3.0



Attachment EATC Operations Manual Subpart H - Handling



# EATC

## GROUND OPERATIONS DOCUMENT CATALOG

It is considered important that the close relation between EGOM and the reality of the EATC Ground Handler community on a daily basis is maintained and safeguarded. This is to allow the EGOM to be the core document for ground handling operations at peacetime locations, during exercises and operations. Sharing information, the exchange of best practices and lessons identified are considered highly beneficial contributions and these contributions from the ground handler community are essential for keeping EGOM in line with daily practice.

The EGOM document catalog is an attachment of the Ground Operations Manual and is intended to be a tool that is easily accessible, user-friendly and has a low threshold. It is intended to be a tool that offers the ground handler community an opportunity to be part of what the EGOM stands for: craftsmanship, interoperability, quality and transparency.

EATC EGOM Team,

[EGOM@eatc-mil.org](mailto:EGOM@eatc-mil.org)

<https://nextcloud.eatc-mil.org>

If imperfections in the manifests and/or checklists are noted and changes are required, please provide this information to [egom@eatc-mil.org](mailto:egom@eatc-mil.org)!

### Checklists,

A checklist is a list of all the things that you need to do, information that you want to find out, or things that you need to take somewhere, which you make in order to ensure that you do not forget anything.

### Manifest,

A manifest, Passenger or Cargo, is a formal document listing the cargo, passengers, and crew of an aircraft. This document, made up generally by the handler, from the contents of the bills of lading and contains a specification of the nature and quantity of the cargo, crew and passengers.

### Quick Reference Cards

A reference card or reference sheet (or quick reference card) or crib sheet is a concise bundling of condensed notes about a specific topic, such as mathematical formulas to calculate area/volume, or common syntactic rules and idioms of a particular platform application program or formal language.



# EATC

## GROUND OPERATIONS DOCUMENT CATALOG

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# EATC GROUND OPERATIONS DOCUMENT CATALOG

## Chapter 1 Generic Documents

### A. EGOM Change Proposal



**EUROPEAN AIR TRANSPORT COMMAND**

**EGOM CHANGE PROPOSAL FORM**  
EATC Ground Operation Manual

**EATC Technical and logistic branch**  
 Phone : +31-889 510883 / 510887  
 Email : [egom@eatc-mil.org](mailto:egom@eatc-mil.org)  
[Teclog@eatc-mil.org](mailto:Teclog@eatc-mil.org)

Organization	<input style="width: 95%;" type="text"/>	Date	<input style="width: 95%;" type="text"/>
Unit	<input style="width: 95%;" type="text"/>	Local reference number	<input style="width: 95%;" type="text"/>
Name	<input style="width: 95%;" type="text"/>	National reference number	<input style="width: 95%;" type="text"/>
Rank	<input style="width: 95%;" type="text"/>	<small>Fill-in by unit / nation</small>	<small>Fill-in by EATC</small>
Telephone	<input style="width: 95%;" type="text"/>	EATC reference number	<input style="width: 95%;" type="text"/>
Email	<input style="width: 95%;" type="text"/>	Forum	<input style="width: 95%;" type="text"/>

This document is used to capture proposals for changing EATC's Ground Operation Manual (EGOM). Once completed it allows discussion with various involved (national) stakeholders and aims to support continuous improvement of the EGOM. By providing a tool for capturing experience and best practices of ground handling agencies, air terminal staff and other entities, it provides justification for changes and improvement of performance. Therefore, sufficient detailed information, including argumentation, references and recommendations are required to allow assessment and subsequent proposals for improvement.

Subject change proposal (select issue)

Reference	Issue	Proposal type
E1 <input type="checkbox"/> Chapter 1: Introduction	E9 <input type="checkbox"/> Chapter 9: Communication	<input type="checkbox"/> Add
E2 <input type="checkbox"/> Chapter 2: Passenger handling	E10 <input type="checkbox"/> Templates and forms	<input type="checkbox"/> Change
E3 <input type="checkbox"/> Chapter 3: Baggage handling	E11 <input type="checkbox"/> <b>Other</b> (specify below)	<input type="checkbox"/> Delete
E4 <input type="checkbox"/> Chapter 4: Cargo/mail handling		
E5 <input type="checkbox"/> Chapter 5: Aircraft handling		
E6 <input type="checkbox"/> Chapter 6: Security and safety		
E7 <input type="checkbox"/> Chapter 7: Load control		
E8 <input type="checkbox"/> Chapter 8: CATO		

Detailed reference (part, table, etc.)

Description of the proposal

EGOM change proposal v2.0  
EGOM change proposal

Update: 01-11-2023  
V 2.0



# EATC GROUND OPERATIONS DOCUMENT CATALOG

**EUROPEAN AIR TRANSPORT COMMAND**

**EGOM CHANGE PROPOSAL FORM**  
EATC Ground Operation Manual

**EATC Technical and logistic branch**  
Phone : +31-889 510883 / 510887  
Email : [egom@eatc-mil.org](mailto:egom@eatc-mil.org)  
[Teclog@eatc-mil.org](mailto:Teclog@eatc-mil.org)

Organization	1	Date	7
Unit	2	Local reference number	8
Name	3	National reference number	9
Rank	4	<small>HR-in by unit / nation</small>	10
Telephone	5	<small>HR-in by EATC</small>	11
Email	6	EATC reference number	10
		Forum	11

This document is used to capture proposals for changing EATC's Ground Operation Manual (EGOM). Once completed it allows discussion with various involved (national) stakeholders and aims to support continuous improvement of the EGOM. By providing a tool for capturing experience and best practices of ground handling agencies, air terminal staff and other entities, it provides justification for changes and improvement of performance. Therefore, sufficient detailed information, including argumentation, references and recommendations are required to allow assessment and subsequent proposals for improvement.

**Subject change proposal (select issue)**

<small>Reference</small> <span style="color: red;">12</span>	<small>Issue</small>	<small>Proposal type</small> <span style="color: red;">13</span>
E1 <input type="checkbox"/> Chapter 1: Introduction	E9 <input type="checkbox"/> Chapter 9: Communication	<input type="checkbox"/> Add
E2 <input type="checkbox"/> Chapter 2: Passenger handling	E10 <input type="checkbox"/> Templates and forms	<input type="checkbox"/> Change
E3 <input type="checkbox"/> Chapter 3: Baggage handling	E11 <input type="checkbox"/> <b>Other</b> (specify below)	<input type="checkbox"/> Delete
E4 <input type="checkbox"/> Chapter 4: Cargo/mail handling		
E5 <input type="checkbox"/> Chapter 5: Aircraft handling		
E6 <input type="checkbox"/> Chapter 6: Security and safety		
E7 <input type="checkbox"/> Chapter 7: Load control		
E8 <input type="checkbox"/> Chapter 8: CATO	14	

Detailed reference (part, table, etc.) 15

Description of the proposal

16

17

EGOM change proposal v2.0  
EGOM change proposal

Update: 01-11-2023  
V 2.0




## EATC GROUND OPERATIONS DOCUMENT CATALOG

Number	Item	Explanation
1.	Organization	Insert the name of the organization from which the change proposal originates (example: German Air Force HQ, BAF COM Ops Air, etc.)
2.	Unit	Insert the name of the unit from which the change proposal originates (example: Air Terminal Eindhoven AB, Handling detachment Kandahar, etc.).
3.	Name	Insert the point of contact (name) who can provide additional information if questions regarding the change proposal arise.
4.	Rank	Insert the rank of the POC.
5.	Telephone	Insert the telephone and/or fax number for contacting the POC.
6.	Email	Insert the email address for contacting the POC. Date; Insert the date on which the change proposal was drafted and offered for assessment to dedicated unit/-national POC.
8	Local reference number	Insert a local reference number for the air terminal to keep track of their change request (optional).
9	National reference number	As a national competent authority needs to be involved in the submission of change requests to EATC, a national reference number must be inserted. This allows the requesting nation/organization to keep track of their change request (optional).
10.	EATC reference number	The EATC will assign and insert a sequential reference number to the request that indicates the number of requests received for changes to a certain EGOM chapter.
11	Forum	The EATC will assign dedicated working group based on the reported subject/domain to investigate and discuss the change request; A. DGWG – Dangerous Goods Working Group; B. GHWG – Ground Handling Working Group; C. EATC internal working group.
12.	Reference	Mark the chapter(s) the EGOM change proposal is related to and/or affects (if E11 is selected, a specification is required at entry 14).
13.	Proposal Type	Mark if the EGOM change proposal is an addition to existing content, a change to elements already covered or is a proposal to delete certain parts of the EGOM.
14.	Other topics (as specified)	Change requests that are not related to any chapter of the EGOM, templates and/or forms must be specified to allow them to be assigned to a working group which will then be tasked to assess the proposal.
15.	Detailed reference (part, table, etc.)	A detailed reference to the chapters/articles in the EGOM covered by the change proposal must be provided.
16.	Description of the proposal	A detailed description of the proposal, its intention/reason for submission and possible benefits to change the EGOM on the subject must be provided.
17.	Actual references	The references on which the change request is based must be provided (legislation change, ICAO/IATA or other regulations, lessons identified/learned, best practice, etc.).



# EATC GROUND OPERATIONS DOCUMENT CATALOG



**EUROPEAN AIR TRANSPORT COMMAND**

**EGOM CHANGE PROPOSAL FORM**  
EATC Ground Operation Manual

**EATC Technical and logistic branch**  
Phone : +31-889 510883 / 510887  
Email : [egom@eatc-mil.org](mailto:egom@eatc-mil.org)  
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Organization	CLSK	Date	11/20/2024
Unit	AMC	Local reference number	AMC2024-004
Name	A.P. Brown	National reference number	EATC004
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		Forum	GHWG

This document is used to capture proposals for changing EATC's Ground Operation Manual (EGOM). Once completed it allows discussion with various involved (national) stakeholders and aims to support continuous improvement of the EGOM. By providing a tool for capturing experience and best practices of ground handling agencies, air terminal staff and other entities, it provides justification for changes and improvement of performance. Therefore, sufficient detailed information, including argumentation, references and recommendations are required to allow assessment and subsequent proposals for improvement.

Subject change proposal (select issue)

Reference	Issue	Proposal type
E1 <input type="checkbox"/> Chapter 1: Introduction	E9 <input type="checkbox"/> Chapter 9: Communication	<input type="checkbox"/> Add
E2 <input type="checkbox"/> Chapter 2: Passenger handling	E10 <input type="checkbox"/> Templates and forms	<input checked="" type="checkbox"/> Change
E3 <input type="checkbox"/> Chapter 3: Baggage handling	E11 <input type="checkbox"/> Other (specify below)	<input type="checkbox"/> Delete
E4 <input checked="" type="checkbox"/> Chapter 4: Cargo/mail handling		
E5 <input type="checkbox"/> Chapter 5: Aircraft handling		
E6 <input type="checkbox"/> Chapter 6: Security and safety		
E7 <input type="checkbox"/> Chapter 7: Load control		
E8 <input type="checkbox"/> Chapter 8: CATO		

Detailed reference (part, table, etc.)

Description of the proposal

example

Clarification of a text already embedded in chapter 4 non compliance to this text part.

EGOM change proposal v2.0  
EGOM change proposal
Update: 01-11-2023  
V 2.0





# EATC GROUND OPERATIONS DOCUMENT CATALOG

## B. EGOM Mission Execution Evaluation Sheet (MEES)

MISSION \_\_\_\_\_  
 Ver 1.46  
 19 Jun 2023  
 1/2

Eindhoven Airbase  
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 5600 RA Eindhoven  
 the Netherlands

Phone: +31 889 510 809  
 Mail: [missionsvaluationoffice@eatc-mil.org](mailto:missionsvaluationoffice@eatc-mil.org)

### EUROPEAN AIR TRANSPORT COMMAND

Unit:	
Mission Date(s):	
Airfield:	
A/C Type+Tail Nr:	
Call Sign:	

Report Date:	
Mission objective:	
A/C Commander:	
National Reference:	
Nation:	

**EATC MISSION EXECUTION EVALUATION SHEET - CODES**

**2. Mission Execution**

1 - CREW	
FDR - CDP - FDP - CRP	EC 01
Composition	EC 02
Not informed	EC 03
Late arrival	EC 04
Other	See Remarks EC 05

2 - AIRCRAFT	
Aircraft	EA 01
Service	EA 02
Configuration	EA 03
NOT Ready	EA 04
In flight Emergency	EA 05
Other	See Remarks EA 06

3 - LOAD	
PAX	Late Arrival EL 01
	Discrepancy EL 02
	No Show EL 03
Cargo	Late Arrival EL 04
	Discrepancy EL 05
	Conditioning/Packaging EL 06
	Palletization EL 07
Documents	Cargo manifest EL 08
	Pax Manifest EL 09
	NOTOC EL 10
	Shippers Declaration EL 11
	W&B Clearance Form EL 12
Loading Equipment	Late Arrival EL 13
	Not Available EL 14
	Not Suitable EL 15
Other	See Remarks EL 16

4 - AAR	
Routing	ER 01
DIFLO	ER 02
ALT REV	ER 03
Other	See Remarks ER 04

5 - MEDEVAC	
REMO	EM 01
Routing	EM 02
BPLO	EM 03
Other	See Remarks EM 04

6 - HANDLING	
Agent	Late Arrival EH 01
	Bad Coordination EH 02
	Unavailable EH 03
	No Invoice EH 04
	Crew Tgt EH 05
Fuel	Late Arrival EH 06
	Fuel Release not accepted EH 07
	Fuel Release Missing EH 08
Parking	M/I or Clv Not Available EH 09
	No or Wrong Tower EH 10
	No Marshaller EH 11
	not Spot Not Available EH 12
Catering	Late Arrival EH 13
	Not Available EH 14
	Not Suitable EH 15
	Not Requested EH 16
	Not Complete EH 17
	Not Delivered EH 18
Airf Ground Eqt	Late Arrival EH 19
	Unavailable EH 20
	Unserviceable EH 21
Cleaning	Not Done EH 22
	Not sufficient EH 23
	Waste bins EH 24
Deicing	Late arrival EH 25
	Not available EH 26
	Not suitable EH 27
Other services	Flushing EH 28
	Potable Water EH 29
	Entertainment System EH 30
Other	See Remarks EH 31

7 - FLIGHT ENVIRONMENT	
ATC	EW 01
No	EW 02
Incident (Birdstrike...)	EW 03
Other	See Remarks EW 04

8 - MISSION ESSENTIALS	
Mission	OM
	Routing
	DRM
	Flightplan
	Jetplan
	Dipo clearance
	NOTAMS
	PPR
	Meteo
ATMO	Not Complete
	Not Latest version
	Wrong Data
	Early Print
Intel	Not available
	Not complete
	Outdated
Other	See Remarks

9 - MISSION SUPPORT	
Hotel	Usuitable
	Not Booked
	Wrong Booking
Passpor/Visum	Not available
	Missing
	Expired
Finance	Cash
	Credit Card
	Invotcing
	MS Card
	Fuel Card
Admin	DMAs
	Travel order
Comms	OSM
	idium
	ACARS
Gas Material	Not Available
	Not Adapted
	Not sufficient
Other	See Remarks

**3. Mission Impact**

1 - Delay	
P15Mn	ID 01
P21Mn	ID 02
P03Mn	ID 03

2 - Mission Constraints	
Mission rescheduled	IY 01
Extra technical stop	IY 02
Other	See Remarks IY 03

Code:	<input type="text"/>	Leg:	<input type="text"/>	ICAO:	<input type="text"/>	Description:	<input type="text"/>
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# EATC GROUND OPERATIONS DOCUMENT CATALOG

Ver 1.46  
19 Jun 2023  
1/2



Eindhoven Airbase  
P.O. Box 90102  
5600 RA Eindhoven  
the Netherlands

Phone: +31 889 510 809  
Mail: [mission.evaluation.office@eati.com](mailto:mission.evaluation.office@eati.com)

MISSION -

## EUROPEAN AIR TRANSPORT COMMAND

Unit:	
Mission Date(s):	
Airfield:	
A/C Type+Tail Nr:	
Call Sign:	

1. Mission info added automatically when MEES downloaded in MEAT/Mission!

Report Date:	
Mission objective:	
A/C Commander:	
National Reference:	
Nation:	

### EATC MISSION EXECUTION EVALUATION SHEET - CODES

1 - CREW			6 - HANDLING			8 - MISSION ESSENTIALS					
PDR - CDP - FDP - CRP	EC	01	Agent	Late Arrival	EH	01	Mission	CM	EE	01	
Composition	EC	02		Bad Coordination	EH	02		Routing	EE	02	
Not informed	EC	03		Unavailable	EH	03		CRM	EE	03	
Late arrival	EC	04		No Invoice	EH	04		Flightplan	EE	04	
Other	See Remarks	EC	05	Crew Tpt	EH	05		Jetplan	EE	05	
2 - AIRCRAFT			7 - FLIGHT ENVIRONMENT			9 - MISSION SUPPORT					
Aircraft	EA	01	Fuel	Late Arrival	EH	06	Hotel	Unavailable	ES	01	
Servicing	EA	02		Self Release not accepted	EH	07		Not booked	ES	02	
Configuration	EA	03		Fast Release Missing	EH	08		Wrong booking	ES	03	
NOT Ready	EA	04	Parking	MI or CI not Available	EH	09		Passport/Visum	ES	04	
In flight Emergency	EA	05		No or Wrong Towbar	EH	10		Missing	ES	05	
Other	See Remarks	EA	06	No Manhandle	EH	11		Expired	ES	06	
3 - LOAD				Hot Spot Not Available	EH	12		Finance	ES	07	
PAX	Late Arrival	EL	01	Catering	Late Arrival	EH	13		Credit Card	ES	08
	Discrepancy	EL	02		Not Available	EH	14		Invoking	ES	09
	No Show	EL	03		Not Suitable	EH	15		MS Card	ES	10
		EL	04		Not Requested	EH	16		Fuel Card	ES	11
		EL	05		Not complete	EH	17				
		EL	06		Not Delivered	EH	18				
		EL	07		Adm Ground Eqt	EH	19				
		EL	08		Unavailable	EH	20				
		EL	09		Unserviceable	EH	21				
		EL	10		Cleaning	Not Done	EH	22			
		EL	11			Not sufficient	EH	23			
		EL	12			Waste Bins	EH	24			
		EL	13				EH	25			
		EL	14				EH	26			
		EL	15				EH	27			
		EL	16				EH	28			
4 - AAR											
Routing	EA	01									
DPLO	EA	02									
AL / REV	EA	03									
Other	See Remarks	EA	04								
5 - MEDEVAC											
REMO	EM	01									
Routing	EM	02									
DPLO	EM	03									
Other	See Remarks	EM	04								
		EM	05								
		EM	06								
		EM	07								
		EM	08								
		EM	09								
		EM	10								
		EM	11								
		EM	12								
		EM	13								
		EM	14								
		EM	15								
		EM	16								
3. Mission Impact											
1 - Delay		2 - Mission Constraints									
>15Min	ID	01	Mission rescheduled	IV	01						
>01H	ID	02	Extra technical stop	IV	02						
>03H	ID	03	Other	See Remarks	IV	03					

Code: 2.	Leg: 3.	ICAO: 4.	Description: 5.
----------	---------	----------	-----------------



## EATC GROUND OPERATIONS DOCUMENT CATALOG

Number	Item	Explanation
1.	Generic information	Insert the Air Transport Movement Order (ATMO) number.
2.	Problems / issue encountered (Checkbox)	Select problem/ issue checkbox that is related to the problem and/or affects it.
3.	Leg	Enter Leg of the flight.
4.	ICAO	Enter ICAO code of airfield.
5.	Description of problems / issue encountered (Text)	A detailed description of the problems / issue encountered, its intention/reason for submission and possible benefits to change the process.
<b>Note:</b> Mission info will be added automatically when MEES downloaded out of the mission folder MEAT. See user manual.		



# EATC GROUND OPERATIONS DOCUMENT CATALOG

MISSION 04800-22

Ver 1.46  
19 Jun 2023  
1/2



Eindhoven Airbase  
P.O. Box 90 102  
5500 RA Eindhoven  
the Netherlands  
Phone: +31 889 510 809  
Mail: [missionevaluationoffice@eatc-mil.org](mailto:missionevaluationoffice@eatc-mil.org)

## EUROPEAN AIR TRANSPORT COMMAND

Unit:	120 squadron
Mission Date(s):	24 Jun 2022
Airfield:	ETAA
A/C Type+Tail Nr:	C-130
Call Sign:	FAF56

**example**

Report Date:	25 Jun 2022
Mission objective:	Cargo transport
A/C Commander:	M. Ission
National Reference:	003456
Nation:	France

### EATC MISSION EXECUTION EVALUATION SHEET - CODES

#### 2 - Mission Execution

1 - CREW			6 - HANDLING			8 - MISSION ESSENTIALS		
FOR - CRP - FDP - CRP	EC 01		Agent	Late Arrival	EH 01	Mission	CRM	EE 01
Composition	EC 02			Bad Coordination	EH 02		Routing	EE 02
Not informed	EC 03			Unsuitable	EH 03		CRM	EE 03
Late arrival	EC 04			No Invoice	EH 04		Flightplan	EE 04
Other	EC 05	See Remarks		Crew Tpt	EH 05		Jettison	EE 05
							Obto clearance	EE 06
2 - AIRCRAFT							NOTAMs	EE 07
Aircraft	EA 01		Fuel	Late Arrival	EH 06		PPR	EE 08
Service	EA 02			Fuel Release not accepted	EH 07		Meteo	EE 09
Configuration	EA 03			Fuel Release Missing	EH 08			
NOT Ready	EA 04							
In Flight Emergency	EA 05							
Other	EA 06	See Remarks	Parking	Mt or Cvr Not Available	EH 09	ATMO	Not Complete	EE 10
				No or Wrong Toebar	EH 10		Not Latest version	EE 11
				No Marshaller	EH 11		Wrong Data	EE 12
				Prot Spot Not Available	EH 12		Early Print	EE 13
3 - LOAD								
PAX	Late Arrival	EL 01	Catering	Late Arrival	EH 13	Hotel	Not available	EE 14
	Discrepancy	EL 02		Not Available	EH 14		Not complete	EE 15
	No Show	EL 03		Not Suitable	EH 15		Outdated	EE 16
				Not Requested	EH 16	Other	See Remarks	EE 17
Cargo	Late Arrival	EL 04		Not Complete	EH 17			
	Discrepancy	EL 05		Not Delivered	EH 18			
	Conditioning/Packaging	EL 06						
	Palletization	EL 07						
Documents	Cargo manifest	EL 08						
	Pax Manifest	EL 09						
	NOTOC	EL 10						
	Shippers Declaration	EL 11						
	WSB Clearance Form	EL 12						
Loading Equipment	Late Arrival	EL 13						
	Not Available	EL 14						
	Not Suitable	EL 15						
Other	See Remarks	EL 16						
4 - AAI								
Routing		ES 01						
DIFLO		ES 02						
ALT REV		ES 03						
Other	See Remarks	ES 04						
5 - MEDEVAC								
AEMO		EM 01						
Routing		EM 02						
DIFLO		EM 03						
Other	See Remarks	EM 04						
7 - FLIGHT ENVIRONMENT								
ATC		EN 01						
WE		EN 02						
Incident (Birdstrike, ...)		EN 03						
Other	See Remarks	EN 04						
8 - MISSION SUPPORT								
Hotel	Usuitable	ES 01						
	Not Booked	ES 02						
	Wrong Booking	ES 03						
Passport/Visum	Not available	ES 04						
	Missing	ES 05						
	Expired	ES 06						
Finance	Cash	ES 07						
	Credit Card	ES 08						
	Invoice	ES 09						
	MS Card	ES 10						
	Fuel Card	ES 11						
Admin	DMAs	ES 12						
	Travel order	ES 13						
Comma	OSM	ES 14						
	Influm	ES 15						
	ACARS	ES 16						
Ops Material	Not Available	ES 17						
	Not Adapted	ES 18						
	Not sufficient	ES 19						
Other	See Remarks	ES 20						

#### 3. Mission Impact

1 - Delay		2 - Mission Constraints	
>15Min	IS 01	Mission rescheduled	IY 01
>30Min	IS 02	Extra technical stop	IY 02
>45Min	IS 03	Other	See Remarks IY 03

Code: EL06	Leg: Leg 2	ICAO: FOOL-LFPG	Description:
Handler and crew were not briefed about the necessity to keep pharmaceutical products in the cargo between 15° and 20 ° C.			



# EATC GROUND OPERATIONS DOCUMENT CATALOG



## EUROPEAN AIR TRANSPORT COMMAND

EINDHOVEN AIRBASE  
P.O. Box 90102  
5600 RA EINDHOVEN  
THE NETHERLANDS

TEL. 00 31 889 510 809

E-MAIL [mission.evaluation.office@eatc-mlf.org](mailto:mission.evaluation.office@eatc-mlf.org)

**YOUR MESSAGE**  
MEES 24 Jun 2022

**YOUR POC**  
ET 3/60

**OUR REF**  
2022/MET/MEO

**OUR POC**  
Rubens OF-3

**EINDHOVEN**  
11 Jul 2022

**Subject:** Feedback Report  
**Ref:** MEES Msn number 04800-22

Dear Sir/Madam,

EATC hereby confirms the receipt of your report concerning the problems encountered during mission execution. Following topics were identified:

- EL16 Load - Other

Extract of the referred Report:

EL16, Leg 2, FOOL-LFPG, FOOL: DITAP was not briefed about the necessity to keep pharmaceutical products in the cargo between 15° and 20 ° C.

Analysis:

EL16: The Captain's remark concerns Leg 1, at LFPG.

The concerned ATR did mention the fact that some of the Cargo should be kept at a certain temperature. This important information is also mentioned in the ATR annex 03. However, it's definitely the clients responsibility to inform the Ground Handler about this. Also, ETAA is considered to consult the ATMO (including the annexes).

Improvement proposal:

EL16: EATC will write a remark in the ATMO whenever cargo needs special attention.

Implementation Steps:

EL16: This issue will be discussed during the next Ground Handling Working Group, organised by EATC TecLog.

With kind regards,

OF-3 Rubens  
EATC Mission Evaluation Office

example



# EATC GROUND OPERATIONS DOCUMENT CATALOG

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## Chapter 2 Passenger Handling

Passenger data and the passenger process are considered sensitive. The quality of the process of handling passengers and their baggage, of which security and safety are important elements, contributes to flight safety. The passenger process and related air transport documentation therefore must be secured and maintained in that state once passengers and their baggage have been accepted. This is to prevent unauthorized manipulation, accessing and boarding of aircraft (see chapter 6 for details). Passenger transportation is considered an agreement between an operator and (inter)national entity whereby certain regulations and requirements must be met. Non-compliance will generically lead to non-acceptance for carriage. Tasks are conducted by a competent ground handling agency or similar organization providing the required passenger services to the aircraft.

Governmental laws and (military) regulations applicable to air transportation of passengers and their baggage must be observed by all parties involved. An important aspect for passenger security, flight safety and quality control are the establishment of a controlled environment/process that allows compliance monitoring and management of all steps related to the acceptance of a passenger for travel. Passengers including their carry-on baggage, who are accepted for carriage by an aircraft, related documents, etc. must be protected against unauthorized manipulation so that only checked passengers are allowed to board and the carriage of prohibited items is prevented.




# EATC GROUND OPERATIONS DOCUMENT CATALOG

## A. Initial Flight Form

European Air Transport Command

### INITIAL FLIGHT FORM

  
**Air Mobility**  
Together we go beyond

With insurance  Yes  No  
 ATMO or official document reference:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Birth date \_\_\_\_\_ Place: \_\_\_\_\_

Name and address of parent or Legal tutor: \_\_\_\_\_

Degree of parentage to the child: \_\_\_\_\_

Authorization for minor:

I,..... acting as Legal parent or tutor, authorize .....  
 ..... to do an initial flight on a military aircraft. I will not sue  
 the state in case of an accident.

Individual insurance:  Yes  No

Signature

Signature \_\_\_\_\_

Squadron: \_\_\_\_\_ Type and aircraft number: \_\_\_\_\_

Departure place: \_\_\_\_\_ Date and flight duration: \_\_\_\_\_

Signature

Signature of the organizing unit: \_\_\_\_\_

Payment of: \_\_\_\_\_ Euros,

Including: \_\_\_\_\_

Date: \_\_\_\_\_ Treasurer: \_\_\_\_\_

Signature:

To :  
 1 Ex.: NMTCC  
 1 Ex. : Budget /finance  
 1 Ex. : Flying unit (Archive)

EATC Ground Operation Manual  
 INITIAL FLIGHT FORM V1.0 2017





# EATC

## GROUND OPERATIONS DOCUMENT CATALOG

### European Air Transport Command



**Air Mobility**  
Together we go beyond

### INITIAL FLIGHT FORM

With insurance  Yes  No

ATMO or official document reference: **Insert reference number**

Last Name: **Insert last name passenger**

First Name: **Insert first name passenger**

Birth date **Insert date of birth**

Place: **Insert place of birth**

Name and address of parent or Legal tutor: **Insert name and address of parent of legal tutor**

Degree of parentage to the child: **Insert degree of parentage to the passenger**

Authorization for minor:

I, **Insert parent or tutor name**... acting as Legal parent or tutor, authorize **Insert name of minor**..... to do an initial flight on a military aircraft. I will not sue the state in case of an accident.

Individual insurance:  Yes

No



Signature **Insert signature of responsible person**

Squadron: **Insert unit identification**

Type and aircraft number: **Insert aircraft number**

Departure place: **Insert airport name**

Date and flight duration: **Insert date and duration**



Signature of the organizing unit: **Insert signature of person representing the unit**

Payment of: **Insert amount** Euros,

Including: **Include any additional service or remark**

Date: **Insert date of payment**

Treasurer: **Insert name**

Signature: **Insert signature**

- To :
- 1 Ex.: NMTCC
  - 1 Ex. : Budget /finance
  - 1 Ex. : Flying unit (Archive)

EATC Ground Operation Manual  
INITIAL FLIGHT FORM V1.0 2017



# EATC GROUND OPERATIONS DOCUMENT CATALOG

## European Air Transport Command



Air Mobility  
Together we go beyond

### INITIAL FLIGHT FORM

With insurance  Yes  No  
ATMO or official document reference: 00256-24

Last Name: **Brown** First Name: **Adrian**

Birth date **04-05-2013** Place: **Eindhoven**

Name and address of parent or Legal tutor: **Harry Brown, ABC street, 1245 AB Eindhoven**

Degree of parentage to the child: **Father**

Authorization for minor:

I, **Harry Brown** acting as Legal parent or tutor, authorize **Adrien Brown** to do an initial flight on a military aircraft. I will not sue the state in case of an accident.

Individual insurance:  Yes  No

Signature

Squadron: **456 Sqn** Type and aircraft number: **A330, G789**

Departure place: **Cologne** Date and flight duration: **01-05-24, 3 Hrs**

Signature of the organizing unit:

Payment of: **500,00** Euros,

Including:

Date: **01-05-24**

Treasurer: **OR-9 A. Cash**

Signature:

To :  
1 Ex.: NMTCC  
1 Ex. : Budget /finance  
1 Ex. : Flying unit (Archive)

EATC Ground Operation Manual  
INITIAL FLIGHT FORM V1.0 2017



# EATC GROUND OPERATIONS DOCUMENT CATALOG

## B. Passenger Manifest

**EATC MANIFEST  
MILITARY AIR TRANSPORT SERVICE  
PASSENGER MANIFEST**

Serial no.

Nr. of this page   
 Nr. of pages

Line	Name	Aircraft		Flight number	Airport departure (from)			Date
		Type	Registration		Airport destination (to)			
		Rank	Service number	Unit	Final destination airport	Pieces of checked baggage	Passenger weight	Remarks
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29								
30								
31								
32								
33								
34								
35								

Total number of passengers (on this page)

Final number of passengers (on all pages) →

Total passenger weight including carry on luggage (on this page)

Final passenger weight incl. carry on luggage (on all pages) →

Weight in kg

All passengers on this manifest have been checked. Manifest prepared by:

Name and rank  
Signature

All passengers on this manifest have been loaded.

Name, rank and signature  
All passengers on this manifest have been unloaded, except as circled and noted on reverse here off:  
  
Name, rank and signature

EGOM Air Passenger manifest v1.1.xlsx  
EMPTY manifest1

EATC

Update: 01 Jan 2017



# EATC GROUND OPERATIONS DOCUMENT CATALOG

**1**

**EATC MANIFEST  
MILITARY AIR TRANSPORT SERVICE  
PASSENGER MANIFEST**

Serial no. 2 Nr. of this page **3**  
Nr. of pages **4**

Aircraft		Flight number <b>7</b>	Airfield departure (from)			Date		
Type <b>5</b>	Registration <b>6</b>		<b>8</b>	<b>9</b>	<b>10</b>			
			Airport destination (to)			<b>11</b>		
Line	Name <b>13</b>	Rank <b>14</b>	Service number <b>15</b>	Unit <b>16</b>	Final destination airport <b>17</b>	Pieces of checked baggage <b>18</b>	Passenger weight <b>19</b>	Remarks <b>20</b>
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29								
30								
31								
32								
33								
34								
35								
		Total number of passengers (on this page) <b>21</b>	Total passenger weight including carry-on luggage (on this page) <b>22</b>			Weight indication <b>25</b>		
		Final number of passengers (on all pages) → <b>23</b>	Final passenger weight incl. carry-on luggage (on all pages) → <b>24</b>					
All passengers on this manifest have been checked. Manifest prepared by:  <b>26</b>				All passengers on this manifest have been loaded:  <b>28</b>				
Name and rank Signature <b>27</b>				Name, rank and signature All passengers on this manifest have been unloaded, except as circled and noted on reverse hereoff. <b>29 &amp; 30</b>				
EGOM Air Passenger manifest v1.1 EMFTV manifest 1				EATC Update: 01 Jan 2017				



## EATC GROUND OPERATIONS DOCUMENT CATALOG

Number	Item	Explanation
1.	Logo / Emblem	This field offers an option to add a logo or emblem of the organization, unit, exercise, etc. (e-template only!)
2.	Serial number / ATMO number	Insert a unique reference number identifying the mission conducting the transport of the manifested air cargo (preferably ATMO or other number allowing cross referencing with (national) systems able to further identify the cargo.
3.	Number of this page	Insert the number of this particular page of the manifest
4.	Number of pages	Insert the total number of pages the consists of (only if the electronic version of the manifest is <u>not</u> used) The value in cell 3 is automatically generated on the basis of the information provided in entry 2 on all <u>used</u> pages of the manifest. The total number of pages used in compiling the manifest and the sequence number of a single page enable identification of the number of copies belonging to the document and their related sequence. This allows clarification of specific mission/shipment details.
5.	Aircraft type	Insert the (generic) type of aircraft used by the operator to carry out the transport.
6.	Aircraft registration	Insert the tail number of the aircraft.
7.	Flight number	Insert the flight number (e.g. aircraft call sign) the cargo manifest is used for. When using the e-manifest the flight number is only to be entered on the first page. It is subsequently presented on all pages of the manifest.
8.	Airfield departure (From) ICAO	Insert the ICAO identifier of the airport of departure. Example : LFPG (Paris Charles de Gaulle) When the electronic manifest is used, a set of standard airport default values can be selected using a drop-down menu. If an airport identifier is not available by default, the e-manifest provides an option to directly insert these airport data. The airport ID is subsequently presented on all pages of the manifest. To limit the values presented in the drop-down menu, enter first character of ICAO code (example "K"). This limits the drop-down menu starting entries with "K".
9.	Airfield departure (From) ICAO	Insert the airport location of departure (name/location of airfield). Example : Paris Charles de Gaulle for LFPG <u>Note:</u> When the ICAO ID is selected from the drop-down menu, the airfield location will automatically be filled in. If the airport identifier is not available, also the name/location of the airport must be inserted by hand. When using the electronic manifest, the airport of departure data (from) has to be entered on the first page only. It is subsequently presented on all pages of the manifest.
10.	Airfield destination (To) ICAO	Insert the ICAO identifier of the airport of destination. Example: EDDK (Cologne/Bonn) <u>Note:</u> When the electronic manifest is used, a set of standard airport default values can be selected using a drop-down menu. If an airport identifier is not available by default, the e-manifest provides an option to directly insert these airport data. The airport ID is subsequently presented on all pages of the manifest. To limit the values presented in the drop-down menu, enter first character of ICAO code (example "K"). This limits the drop-down menu starting entries with "K".
11.	Airfield destination (To) location	Insert the airport location of destination (name/location of airfield). Example: Cologne/Bonn for EDDK <u>Note:</u> When the ICAO ID is selected from the drop-down menu, the airfield location will automatically be filled in. If the airport identifier is not available, also the name/location of the airport must be inserted by hand. When using the electronic manifest the airport of destination data (to) is to be entered on the first page only. It is subsequently presented on all pages of the manifest.



## EATC GROUND OPERATIONS DOCUMENT CATALOG

12.	Date	Date of flight (format dd-mm-yyyy)
13.	Name	Name and initials of the passenger
14.	Rank	Rank of the passenger (NATO code)
15.	Service number	Service number, passport number or ID number
16.	Unit	Unit or organization of the passenger
17.	Final destination airport	Name of the destination airport
18.	Pieces of checked baggage	Amount of baggage transferred from passenger to check-in
19.	Passenger weight	Weight of the passenger
20.	Remarks	Free text field can be used for special passenger status, Special Service Requirement codes (SSR) or other important comments
21.	Total number of passengers on this page	Total number of passengers on this page (automatically calculated)
22.	Total passenger weight including carry-on luggage on this page	Total weight of passengers including carry-on luggage on this page (automatically calculated)
23.	Final number of passengers on all pages	Total number of passengers on all pages of the manifest (automatically calculated)
24.	Total passenger weight including carry-on luggage on all pages	Total weight of passengers incl. carry-on luggage on all pages of the manifest (automatically calculated)
25.	Weight	Weight indication used (KG or LB). Note: Keep in mind that the weight indication selected on the manifest is only a text label. If a weight change on an already prepared manifest is required (KG to LB or LB to KG), the already inserted weight values must be recalculated by hand.
26.	All passengers on this manifest have been checked. Manifest prepared by	Name, initials and rank of the author preparing the manifest. Note: The manifest includes a generic security statement on behalf of the airport of departure (APOD), declaring that passenger security checks prior to boarding the aircraft have been conducted. (Cell data will be automatically transferred to other worksheets of the manifest based on input entered on worksheet 1)
27.	Signature	Signature of the author preparing the manifest (may include station logo/stamp)
28.	All passengers on the manifest have been loaded	Name, rank and signature of the loadmaster (or other responsible crewmember) accepting the passengers
29.	All passengers have been unloaded, except...	Notes, comments or remarks related to passengers on the manifest not unloaded from the aircraft (if more writing space is needed, the backside of the manifest may be used)
30.	Name, rank and signature	Name, rank and signature of the station's representative receiving the passengers. Note: Entries 29 and 30 have to be completed on the airport of destination, upon transfer of passengers to the dedicated air terminal representatives or ground handling agency.
	Remarks	A validated manifest holding the signatures of the author and loadmaster shall remain on the airfield of departure. The dedicated ground handling organization/similar body is responsible for the timely distribution to any other agency as required by national regulations and to the station of destination of the aircraft. Stations are encouraged to insert local contact details (POC, phone, email and/or fax) on the manifest. Use data entries in English language for missions conducted in a multinational environment!



# EATC GROUND OPERATIONS DOCUMENT CATALOG



## EATC MANIFEST MILITARY AIR TRANSPORT SERVICE PASSENGER MANIFEST

Serial no

15215-15

Nr. of this page 1  
Nr. of pages 1

Aircraft		Registration		Airfield departure (from)				Date	
Type	Registration	EDDB	Berlin	Airport destination (to)				25-04-2015	
C-160	G-2341	ENBN	Bronnoysund						
Line	Name	Rank	Service number	Unit	Final destination airport	Pieces of checked baggage	Passenger weight	Remarks	
1	Aaron, G.P.	OR8	58120254	GAF	ENBN	1	90		
2	Annashir, A.	ORZ	71028988	GAF	EGNJ	2	90		
3	Janszen, B.H.	OF6	57225655	GAFCOM	ENBN	2	90	VIP	
4	Masaney, C.A.	OF1	72055544	GAF	ENBN	1	90		
5	Nock, A.	OF1	72598710	GAF	ENBN	2	90		
6	Nuber, F.A.	ORZ	72496612	GAF	ENBN	2	90		
7	Paasen, R.O.	OR8	581202547	RNLAF	ENBN	1	90		
8	Romeo, O.	OR8	70012599	BAF	ENBN	2	90		
9	Reef, J.A.	OR6	730212256	RNLAF	ENBN	1	90		
10	Rodriguez, R.	ORZ	71268741	GAF	EGNJ	2	90	WCHR	
11	Saamen, K.	OR8	611258122	RNLAF	ENBN	1	90		
12	Vaassen, B.	OF1	70023678	BAF	ENBN	2	90		
13	Vroonhoven, A.K.	OF2	690703288	RNALF	ENBN	1	90		
14	Whisdorn, A.M.	OR8	15896675114	RAF	ENBN	2	90		
15	Welsh, O.	OR8	15635782254	RAF	ENBN	1	90		
16	Zimmermann, G.M.	OF3	640215588	GAF	ENBN	2	90		
17									
18									
19									
20									
21									
22									
23									
24									
25									
26									
27									
28									
29									
30									
31									
32									
33									
34									
35									

example

Total number of passengers (on this page)	16	Total passenger weight including carry-on luggage (on this page)	1440	Weight in KG
Final number of passengers (on all pages) ->	16	Final passenger weight incl. carry-on luggage (on all pages) ->	1440	<b>Weight in KG</b>

All passengers on this manifest have been checked. Manifest prepared by: **Air Terminal Berlin**  
Chuber, K. OR8

Name and rank  
Signature:

EGOM Air Passenger manifest v1.1.1.docx  
Example

All passengers on this manifest have been loaded.

Name, rank and signature  
All passengers on this manifest have been unloaded, except as circled and noted on reverse hereoff.

Name, rank and signature



# EATC GROUND OPERATIONS DOCUMENT CATALOG

## C. Airdrop Manifest / Jump List

**EATC AIRDROP MANIFEST  
MILITARY AIR TRANSPORT SERVICE  
JUMPLIST**

Mission no.

Nr. of this page A1  
Nr. of pages

Aircraft type	Registration	TakeOff Time	Airfield departure (from)			Date		
Flight number	Type of mission	Landing Time	Dropzone / Landing zone		Type of parachute			
L i n e	Name	Rank	Service number	Unit	Nation	Parachutes Serial Numbers		Remarks
						Main	Reserve	
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29								
30								
Total number of troopers (on this page)			Final number of troopers (on all pages)					
This tactical manifest (jumplist) is prepared by:				I declare that all troopers listed, are trained and/or qualified:				
Name, rank and signature				Name, rank and signature				
All troopers on this tactical manifest (jumplist) have been loaded:				Remarks:				
Name, rank and signature								

EATOM.Jumplist v2.0.xlsx  
EMPTYjumplist A1
EATC  
EGOM
01-01-2018  
v2.0





# EATC GROUND OPERATIONS DOCUMENT CATALOG

1

**EATC AIRDROP MANIFEST  
MILITARY AIR TRANSPORT SERVICE  
JUMPLIST**

Mission no. 2

Nr. of this page 3  
 Nr. of pages 4

Aircraft type	Registration	TakeOff Time	Airfield departure (from)	Date
5	7	9	11	12
Flight number	Type of mission	Landing Time	Dropzone / Landing zone	Type of parachute
6	8	10	13	15

L i n e	Name	Rank	Service number	Unit	Nation	Parachutes Serial Numbers		Remarks
						Main	Reserve	
1	16	17	18	19	20	21	22	
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29								
30								

Total number of troopers  
(on this page) 23

Final number of troopers  
(on all pages) 24

This tactical manifest (jumplist) is prepared by:  <div style="text-align: center; color: red; font-weight: bold; font-size: 1.2em;">25</div>	I declare that all troopers listed, are trained and/or qualified:  <div style="text-align: center; color: red; font-weight: bold; font-size: 1.2em;">26</div>
Name, rank and signature All troopers on this tactical manifest (jumplist) have been loaded:  <div style="text-align: center; color: red; font-weight: bold; font-size: 1.2em;">27</div>	Name, rank and signature Remarks:  <div style="text-align: center; color: red; font-weight: bold; font-size: 1.2em;">28</div>
Name, rank and signature	

EGOM Jumplist v2.0  
EMPTY Jumplist A1

EATC  
EGOM

01-01-2018  
v2.0



## EATC GROUND OPERATIONS DOCUMENT CATALOG

Number	Item	Explanation
1.	Logo / Emblem	This field offers an option to add a logo or emblem of the organization, unit, exercise, etc. (e-template only!)
2.	Serial number / ATMO number	Insert a unique reference number identifying the mission conducting the transport of the manifested air cargo (preferably ATMO or other number allowing cross referencing with (national) systems able to further identify the cargo.
3.	Number of this page	Insert the number of this particular page of the manifest
4.	Number of pages	Insert the total number of pages the consists of (only if the electronic version of the manifest is <u>not</u> used) The value in cell 3 is automatically generated on the basis of the information provided in entry 2 on all used pages of the manifest. The total number of pages used in compiling the manifest and the sequence number of a single page enable identification of the number of copies belonging to the document and their related sequence. This allows clarification of specific mission/shipment details.
5.	Aircraft type	Insert the (generic) type of aircraft used by the operator to carry out the transport.
6.	Flight number	Insert the flight number (e.g. aircraft call sign) the cargo manifest is used for.
7.	Aircraft registration	Tail number of aircraft
8.	Type of mission	Specific mission type / airdrop training used
9.	Take-off Time	Written by the PIC if required
10.	Landing Time	Written by the PIC if required
11.	Airfield departure from	Insert the airport departure (by ICAO code)
12.	Name of the airport departure from	(Automatically generated based on the ICAO identifier)
13.	Drop zone / Landing zone	Zone, area or location of dropping or assault embarkation of troops in fighting trim (TIFT)
14.	Date	Date of flight (format dd-mm-yyyy)
15.	Type of parachute	National name/identification of parachute
16.	Name	Name and initials of the passenger
17.	Rank	Rank of the passenger (NATO code)
18.	Service number	Service number, passport number or ID number
19.	Unit	Unit or organization of the passenger
20.	Nation	Nationality of the trooper / Troop contributing nation
21.	Parachutes serial numbers	If it is necessary depending the nation
22.	Remarks	Insert data that is considered important for identifying specific troopers, such as special status (Jumpmaster, trainee, etc.) or other comments considered important.
23.	Total number troopers on this page	Insert the total number of troopers (sum) presented on this page of the manifest. Note: When the electronic manifest is used, this number is automatically generated.
24.	Total number of troopers on all pages	Insert the total number of troopers (sum) presented on all pages of the manifest. Note: When the electronic manifest is used, this number is automatically generated



## EATC GROUND OPERATIONS DOCUMENT CATALOG

25.	This tactical manifest (jump list) is prepared with name, rank and signature	<p>The person who prepared the airdrop manifest is responsible for the correct representation of required information; they must insert their name, initials, rank and signature. The jumpmaster must also sign the document and state that the manifested troopers, as specified, comply with the applicable regulations and that all relevant security and safety regulations are obeyed.</p> <p>Note 1: Prior to the boarding of (para)troopers for airdrop missions, a regular passenger process including check-in, security and safety checks is not always conducted. Alternative procedures may be used, depending on the operation/exercise.</p> <p>Therefore, the airdrop manifest does not include a security statement on behalf of the airport of departure (APOD) declaring that security checks prior to the boarding of the aircraft have been conducted.</p> <p>Note 2: When the electronic manifest is used, the data in this field is only to be entered on the first page. It is subsequently transferred to all other pages of the manifest.</p>
27.	All troopers on this tactical manifest (jump list) have been loaded	<p>Once the troopers are loaded on board an aircraft, the responsibility is transferred to the loadmaster or another crew member accepting the troopers and their gear on board the aircraft. As proof that the manifested troopers are transferred in good order and accepted on behalf of the captain of the aircraft, the dedicated crew member must sign the document by name, rank and signature.</p> <p>Note: A signed copy of the manifest shall remain at the station of departure. A dedicated representative of the organization providing ground support to the mission (or other dedicated entity) is responsible for ensuring that it is distributed in due time to every other agency as required by national regulations and to the dedicated body at the station the troopers embark on the aircraft (APOE).</p>
28.	Remarks	<p>Insert notes, comments or remarks related to the exercise, operations or troopers listed on the airdrop manifest or jump list that are considered important (optional). If more writing space is needed, the back of the airdrop manifest may be used.</p>



# EATC GROUND OPERATIONS DOCUMENT CATALOG



## EATC AIRDROP MANIFEST MILITARY AIR TRANSPORT SERVICE JUMPLIST

Mission no.

15215-15

Nr. of this page

A1

Nr. of pages

1

Aircraft type	Registration	TakeOff Time	Airfield departure (from)		Date			
C-160	G-2341	1100Z	LEZG	Zaragoza AB	15-12-2017			
Flight number	Type of mission	Landing Time	Dropzone / Landing zone		Type of parachute			
GAF-125	SL Drop	1322Z	CAUDE II		BEL-EPC			
L i n e	Name	Rank	Service number	Unit	Nation	Parachutes		Remarks
						Main	Reserve	
1	Dulieu, R.	OF3	9990021	EATC	BEL	1234	0456	
2	Dupont, A.	OR1	1234567890	ROP	FRA	1235	0457	
3	Janszen, B.H.	OF6	57225655	KCT	NLD	1236	0458	
4	Masmeyer, C.A.	OF1	72055544	FschilB373	DEU	1237	0459	
5	Nock, A.	OF1	72598710	FschilB373	DEU	1238	0460	
6	Nuber, F.A.	OR7	72496612	FschilB373	DEU	1239	0461	
7	Paassen, R.O.	OR8	581202547	KCT	NLD	1240	0462	
8	Romeo, O.	OR8	70012599	KCT	NLD	1241	0463	
9	Reef, J.A.	OR6	750212256	3Para	BEL	1242	0464	
10	Rodriguez, R.	OR7	71268741	BRUPAC	ESP	1243	0465	
11	Saamen, K.	OR6	611258122	3Para	BEL	1244	0466	
12	Vaassen, B.	OR3	70023678	3Para	BEL	1245	0467	
13	Vroonhoven, A.K.	OR2	690703288	3Para	BEL	1246	0468	
14	Wise, A.M.	OR9	15896675114	FschilB373	DEU	1247	0469	
15	Wolk, O.	OR8	15635782254	FschilB373	DEU	1248	0470	
16	Zimmermann, G.M.	OF1	640215588	FschilB373	DEU	1249	0471	
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29								
30								

example

Total number of troopers  
(on this page)

16

Final number of troopers  
(on all pages)

16

This tactical manifest (jumplist) is prepared by:

Walls, F  
OF 2  
EADA

Name, rank and signature

All troopers on this tactical manifest (jumplist) have been loaded:

Name, rank and signature

I declare that all troopers listed, are trained and/or qualified:

Dulieu, R  
OF 3

Name, rank and signature

Remarks:  
NO DGA



# EATC GROUND OPERATIONS DOCUMENT CATALOG

## D. VIP Lounge Request

European Air Transport Command

### VIP LOUNGE REQUEST



**Air Mobility**  
Together we go beyond

## REQUEST

To :  Military Airport	From :
Fax :	Fax :
Phone :	Phone :
	Mobile :
E-mail :	E-mail :
Date :	
Subject : <b>VIP-Lounge Reservation</b>	

Mission / Flight / Event:

Date & time of reservation:

Name of (V)VIP and number of attendees:

Special requirements:

Billing address:   - Name  
                          - Street, Nr  
                          - Postal Code, City

P.O.C: Name, Phone and Mobile Phone:

EATC Ground Operation Manual  
VIP LOUNGE REQUEST V1.0 2017



# EATC GROUND OPERATIONS DOCUMENT CATALOG

European Air Transport Command

## VIP LOUNGE REQUEST



**Air Mobility**  
Together we go beyond

### **REQUEST**

To : <b>insert destination</b>  <b>Military Airport</b>	From : <b>insert requestor</b>
Fax : <b>insert fax number</b>	Fax : <b>insert fax number</b>
Phone : <b>insert destination phone number</b>	Phone : <b>insert requester phone number</b>
	Mobile : <b>insert requester mobile phone number</b>
E-mail : <b>insert destination email address</b>	E-mail : <b>insert requester email address</b>
Date : <b>insert request sending date</b>	
<b>Subject : <i>VIP-Lounge Reservation</i></b>	

Mission / Flight / Event: **insert mission/flight number**

Date & time of reservation: **insert requested service date and time**

Name of (V)VIP and number of attendees: **insert number and names of attendees**

Special requirements: **insert description of any special service if necessary**

Billing address:   - Name                   **insert billing name**  
                           - Street, Nr               **insert billing address**  
                           - Postal Code, City   **insert billing post code, city, country**

P.O.C: Name, Phone and Mobile Phone: **insert POC full name**

EATC Ground Operation Manual  
VIP LOUNGE REQUEST V1.0 2017



# EATC GROUND OPERATIONS DOCUMENT CATALOG

European Air Transport Command

## VIP LOUNGE REQUEST



**Air Mobility**  
Together we go beyond

<h1><b>REQUEST</b></h1>	
To : <b>EDDK Cologne</b> Military Airport	From : <b>EHEH Eindhoven</b>
Fax : <b>+49 123 456 789</b>	Fax : <b>+31 098 765 43</b>
Phone : <b>+49 987 654 321</b>	Phone : <b>+31 245 673 42</b>
	Mobile : <b>+31 6 743 984</b>
E-mail : <b>cologne.airbase@bundes.org</b>	E-mail : <b>Eindhoven.airbase@def.org</b>
Date : <b>2-4-24</b>	
Subject : <b>VIP-Lounge Reservation</b>	

Mission / Flight / Event: **00224-24**

Date & time of reservation: **02-04-24**

Name of (V)VIP and number of attendees: **Mr V. Important**

Special requirements: **None**

**example**

Billing address: - Name **Eindhoven**  
- Street, Nr **Flight Forum 2005**  
- Postal Code, City **8756 ZZ Eindhoven**

P.O.C: Name, Phone and Mobile Phone: **OR-9 Handling, +31 6 529 35755**

EATC Ground Operation Manual  
VIP LOUNGE REQUEST V1.0 2017



**EATC  
GROUND OPERATIONS DOCUMENT CATALOG**

**E. VIP Apron Access Request**

**VIP APRON ACCESS REQUEST**

# REQUEST

To: \_\_\_\_\_ From: \_\_\_\_\_  
 Fax: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Phone: \_\_\_\_\_  
 E-mail: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

Date: \_\_\_\_\_  
 Subject **APRON ACCESS**

Purpose:

Date & time:

	Type of Vehicle	License plate Nr.	Drivers Name
1.	.....	.....	.....
2.	.....	.....	.....
3.	.....	.....	.....
4.	.....	.....	.....
5.	.....	.....	.....
6.	.....	.....	.....

P.O.C: Name, Phone and Mobile Phone

.....

**Air Mobility**  
Together we go beyond

EATC Ground Operation Manual  
VIP APRON ACCESS REQUEST





# EATC GROUND OPERATIONS DOCUMENT CATALOG

## VIP APRON ACCESS REQUEST



**Air Mobility**  
Together we go beyond

# REQUEST

To: <span style="color: red;">insert destination name</span>	From: <span style="color: red;">insert sending organization name</span>
Fax: <span style="color: red;">insert fax number if available</span>	Fax: <span style="color: red;">insert fax number if available</span>
Phone: <span style="color: red;">insert destination phone number</span>	Phone: <span style="color: red;">insert phone number</span>
E-mail: <span style="color: red;">insert email</span>	Mobile: <span style="color: red;">insert mobile number</span>
	E-mail: <span style="color: red;">insert sending email</span>

Date: insert filling date

---

Subject **APRON ACCESS**

---

Purpose: insert a description of the requested services

Date & time: insert date and time of the access

	Type of Vehicle	License plate Nr.	Drivers Name
1.	<span style="color: red;">insert vehicle type</span> .....	<span style="color: red;">insert plate number</span> .....	<span style="color: red;">insert driver full name</span> .....
2.	.....	.....	.....
3.	.....	.....	.....
4.	.....	.....	.....
5.	.....	.....	.....
6.	.....	.....	.....

P.O.C: Name, Phone and Mobile Phone  
insert POC full name and contact phone.....

EATC Ground Operation Manual  
VIP APRON ACCESS REQUEST



**EATC  
GROUND OPERATIONS DOCUMENT CATALOG**

**VIP APRON ACCESS REQUEST**



**Air Mobility**  
Together we go beyond

# REQUEST

To: <b>Cologne</b>	From: <b>Eindhoven</b>
Fax: <b>+49 123 456 789</b>	Fax: <b>+31 456 789 012</b>
Phone: <b>+49 098 765 432</b>	Phone: <b>+31 789 012 345</b>
E-mail: <b>Cologne.airbase@bundes.org</b>	Mobile: <b>+31 6 982 34 672</b>
	E-mail: <b>Eindhoven.airbase@min.org</b>
Date: <b>02-04-2024</b>	
Subject <b>APRON ACCESS</b>	

Purpose: **Driving cars to VIP Lounge access**

**example**

Date & time: **05-04-2024**

	Type of Vehicle	License plate Nr.	Drivers Name
1.	<b>Amaroc</b>	<b>22-LM-24</b>	<b>D. River</b>
2.	.....	.....	.....
3.	.....	.....	.....
4.	.....	.....	.....
5.	.....	.....	.....
6.	.....	.....	.....

P.O.C: Name, Phone and Mobile Phone

**OR-9 R. Handling, +31 6 5972 485**

EATC Ground Operation Manual  
VIP APRON ACCESS REQUEST



# EATC GROUND OPERATIONS DOCUMENT CATALOG

## F. Medical certificate for pregnant woman

**A. CERTIFICATE PREGNANT WOMAN**

**Medical certificate for pregnant women**

I, the undersigned, \_\_\_\_\_ Medical Doctor,

certify that the current medical condition of Mrs \_\_\_\_\_

pregnant for \_\_\_\_\_ month(s)

with regular monitoring and not presenting any signs of pregnancy complications

aged \_\_\_\_\_

allows her to travel by air without risk from \_\_\_\_\_ to \_\_\_\_\_


consisting of about \_\_\_\_\_ hours, minutes of flight on a military  
transport aircraft partially pressurised.

- possible affliction suffered is not contagious,
- possible care to be given during the flight.

Executed at \_\_\_\_\_, on \_\_\_\_\_

Last name, first name : \_\_\_\_\_

Signature: \_\_\_\_\_



**Air Mobility**  
Together we go beyond

EATC Ground Operation Manual  
Medical certificate for pregnant women v2.0 2022



# EATC GROUND OPERATIONS DOCUMENT CATALOG



Air Mobility  
Together we go beyond

## A. CERTIFICATE PREGNANT WOMAN, EGOM 5.0

### Medical certificate for pregnant women

I, the undersigned, **insert doctor's full name** Medical Doctor,

certify that the current medical condition of Mrs **insert pregnant full name**

pregnant for **insert number of months** month(s)

with regular monitoring and not presenting any signs of pregnancy complications

aged **insert age**

allows her to travel by air without risk from **departure airport** to **destination airport**

consisting of about **flight duration HH:MM** hours, minutes of flight on a military transport aircraft partially pressurised.

- possible affliction suffered is not contagious,
- possible care to be given during the flight.

Executed at **place of signature**, on **insert date**

Last name, first name : **doctor's full name**

Signature: **doctor's signature, hand or digital**

EATC Ground Operation Manual  
Medical certificate for pregnant women v2.0 2022



# EATC GROUND OPERATIONS DOCUMENT CATALOG



**Air Mobility**  
Together we go beyond

## A. CERTIFICATE PREGNANT WOMAN

### Medical certificate for pregnant women

I, the undersigned, **D. Brown**

Medical Doctor,

certify that the current medical condition of Mrs **M. Bleu**

pregnant for **6** month(s)

with regular monitoring and not presenting any signs of pregnancy complications

aged **31**

allows her to travel by air without risk from **Eindhoven** to **Villafranca**


consisting of about **3 hrs and 50 minutes** hours, minutes of flight on a military transport aircraft partially pressurised.

- possible affliction suffered is not contagious,

- possible care to be given during the flight.

Executed at **Eindhoven**, on **04-04-2024**

Last name, first name : **D. Brown**

Signature: 

**example**

EATC Ground Operation Manual  
Medical certificate for pregnant women v2.0 2022




# EATC GROUND OPERATIONS DOCUMENT CATALOG

## G. Travel or care permit

**European Air Transport Command**

**TRAVEL OR CARE PERMIT**  
(child less than 7 years)

  
**Air Mobility**  
Together we go beyond

Travel Permit or Care Permit  
(Child less than 7 years old)

I, the undersigned :

Address :

father, mother or legal guardian of the child

LAST NAME First Names

Age

declare that I entrust this child to Mr., Mrs,

for air travel


from to

by line number of

Declare that to my knowledge this child is in good health (1).

Executed at , on ,

read and approved




Parent's signature :

Emergency telephone number

I, the undersigned :

accept responsibility for the child and the care to be given to him/her throughout the journey.



Signature :

**NOTE :** Remember that the child must have proof of identity (birth certificate, identity card) on his person

- Strike out any part of this declaration. If the child suffers from any ailment or is recovering from an illness, a medical certificate must be provided

EATC Ground Operation Manual  
TRAVEL OR CARE PERMIT (child less than 7 years) V1.0 2017



# EATC

## GROUND OPERATIONS DOCUMENT CATALOG

European Air Transport Command

### TRAVEL OR CARE PERMIT (child less than 7 years)



**Travel Permit or Care Permit**  
(Child less than 7 years old)

I, the undersigned : **Insert parent or legal tutor's name**  
 Address : **Insert parent or legal tutor contact address**  
 father, mother or legal guardian of the child  
 LAST NAME **Insert last name child**                      First Names **Insert first names child**  
 Age **Insert child's age**  
 declare that I entrust this child to Mr., Mrs, **insert name caretaker**  
 for air travel  
 from **Insert departure location**                      to **Insert arrival location**  
 by line number **Insert flight number**                      of **Insert unit name**  
 Declare that to my knowledge this child is in good health (1).

Executed at **Insert date** , on **Insert location of signature**  
 read and approved  
  
 Parent's signature : **Insert signature parent or legal tutor**  
 Emergency telephone number **Insert emergency telephone**

I, the undersigned : **Insert name caretaker**  
 accept responsibility for the child and the care to be given to him/her throughout the journey.  
  
 Signature : **Insert signature caretaker**

**NOTE** : Remember that the child must have proof of identity (birth certificate, identity card) on his person

- Strike out any part of this declaration. If the child suffers from any ailment or is recovering from an illness, a medical certificate must be provided

EATC Ground Operation Manual  
TRAVEL OR CARE PERMIT (child less than 7 years) V1.0 2017



# EATC GROUND OPERATIONS DOCUMENT CATALOG

European Air Transport Command



Air Mobility  
Together we go beyond

## TRAVEL OR CARE PERMIT (child less than 7 years)

Travel Permit or Care Permit

(Child less than 7 years old)

I, the undersigned : **A. Brown**

Address : **ABC road 11, Eindhoven**

father, ~~mother or legal guardian~~ of the child

LAST NAME **Brown**

First Names **Frederic, Henrie**

Age **6**

declare that I entrust this child to Mr., Mrs, **L. Grey**

for air travel

from **Eindhoven**

to **Cologne**

by line number **225**

of **MMU**

Declare that to my knowledge this child is in good health (1).

Executed at **02-04-2024** , on **Eindhoven**

read and approved

**example**

Parent's signature :

Emergency telephone number **+31 6 753 458 98**

I, the undersigned : **L. Grey**

accept responsibility for the child and the care to be given to him/her throughout the journey.

Signature :

**NOTE** : Remember that the child must have proof of identity (birth certificate, identity card) on his person

- Strike out any part of this declaration. If the child suffers from any ailment or is recovering from an illness, a medical certificate must be provided

EATC Ground Operation Manual  
TRAVEL OR CARE PERMIT (child less than 7 years) V1.0 2017






# EATC GROUND OPERATIONS DOCUMENT CATALOG

## H. Discharge Of Responsibility (child 7 – 15)

**European Air Transport Command**

**DISCHARGE OF RESPONSIBILITY (CHILD 7-15)**

  
**Air Mobility**  
Together we go beyond

**DISCHARGE OF RESPONSIBILITY AND TRAVEL AUTHORISATION**  
**(Minor over 7 and less than 15 years old)**

I, the undersigned  
Address :  
father, mother or legal guardian of the child

LAST NAME First Names

Age

Authorise this child to take air travel

from To  
by line number of

Declare that the Pilot in Command (PIC) is discharged from any responsibility other than those assumed towards adults.

The child will be met on arrival by  
Mr, Mrs

Exact address

Telephone number

Declaring that to my knowledge this child is in good health (1)

Executed at on

Read and approved

Signature \_\_\_\_\_

Emergency telephone  
number

**NOTE :** Remember that the child must have proof of identity with photo (birth certificate, identity card) on his person

(1) Strike out any part of this declaration if the child suffers from any ailment or is recovering from an illness a medical certificate must be provided

EATC Ground Operation Manual  
DISCHARGE OF RESPONSIBILITY (CHILD 7-15) V2.0 2022



# EATC GROUND OPERATIONS DOCUMENT CATALOG

European Air Transport Command



DISCHARGE OF RESPONSIBILITY (CHILD 7-15) Air Mobility  
Together we go beyond

**DISCHARGE OF RESPONSIBILITY AND TRAVEL AUTHORISATION**

(Minor over 7 and less than 15 years old)

I, the undersigned **Insert name of father, mother of legal guardian**

Address : **Insert contact address**

father, mother or legal guardian of the child

LAST NAME **Last name of child**                      First Names **First name of child**

Age **Insert age of child**

Authorise this child to take air travel

from **Insert departure location**                      To **Insert destination**

by line number **Insert flight number**                      of **Insert operator or Nation**

Declare that the Pilot in Command (PIC) is discharged from any responsibility other than those assumed towards adults.

The child will be met on arrival by

Mr, Mrs **Insert full name of responsible person at destination**

Exact address **Insert contact address**

Telephone number **Insert telephone number**

Declaring that to my knowledge this child is in good health (1)

Executed at **Insert date**                      on **Insert location**

Read and approved **Insert name legal custodian's name**

Signature SIGNATURE Signature

Emergency telephone number **Insert telephone number in case of emergency**

NOTE : Remember that the child must have proof of identity with photo (birth certificate, identity card) on his person

(1) Strike out any part of this declaration if the child suffers from any ailment or is recovering from an illness a medical certificate must be provided

EATC Ground Operation Manual  
DISCHARGE OF RESPONSIBILITY (CHILD 7-15) V2.0 2022



# EATC GROUND OPERATIONS DOCUMENT CATALOG



European Air Transport Command

**Air Mobility**  
Together we go beyond

## DISCHARGE OF RESPONSIBILITY (CHILD 7-15)

### DISCHARGE OF RESPONSIBILITY AND TRAVEL AUTHORISATION

(Minor over 7 and less than 15 years old)

I, the undersigned **A. Brown**

Address : **123 Road 11, Eindhoven**

father, ~~mother or legal guardian~~ of the child

LAST NAME **Brown**

First Names **Frederic, Henry**

Age **13**

Authorise this child to take air travel

from **Eindhoven**

To **Cologne**

by line number **123**

of **MMU**

Declare that the Pilot in Command (PIC) is discharged from any responsibility other than those assumed towards adults.

The child will be met on arrival by

Mr, Mrs **L. Grey**

Exact address **567 Small Road 36, Cologne**

Telephone number **+49 65 39 465 23**

example

Declaring that to my knowledge this child is in good health (1)

Executed at **02-04-2024**

on **Eindhoven**

Read and approved **A. Brown**

Signature



Emergency telephone number **+31 6 84 56 72 34**

**NOTE** : Remember that the child must have proof of identity with photo (birth certificate, identity card) on his person

(1) Strike out any part of this declaration if the child suffers from any ailment or is recovering from an illness a medical certificate must be provided

EATC Ground Operation Manual  
DISCHARGE OF RESPONSIBILITY (CHILD 7-15) V2.0 2022



# EATC GROUND OPERATIONS DOCUMENT CATALOG

## I. Carriage in tactical aircraft for elderly person

European Air Transport Command



Carriage in tactical aircraft for elderly person


**Air Mobility**  
Together we go beyond

Pressurisation on board a tactical aircraft is two times lower than that found on board a commercial airliner or even non-existent for helicopters. Thus, at cruising speed in a tactical aircraft, the atmosphere on board can be equivalent to that found on a mountain at 2,500 meters altitude. For this reason, people who temporarily or regularly have conditions likely to be aggravated due to the altitude are encouraged not to take the flight. This decision is strictly personal and the Ministry of Defence of the concerned aircraft accepts no responsibility for any medical condition occurring during or as a result of carriage by tactical aircraft or helicopter in normal flight conditions.

I acknowledge having read and understood the information form on carriage by tactical aircraft or helicopter and accept the conditions.

Executed at \_\_\_\_\_, on \_\_\_\_\_

Last name, first name :

Signature: 

EATC Ground Operation Manual  
Carriage in tactical aircraft for elderly person V2.0 2022



# EATC

## GROUND OPERATIONS DOCUMENT CATALOG

European Air Transport Command

Carriage in tactical aircraft for elderly person



**Air Mobility**  
Together we go beyond

Pressurisation on board a tactical aircraft is two times lower than that found on board a commercial airliner or even non-existent for helicopters. Thus, at cruising speed in a tactical aircraft, the atmosphere on board can be equivalent to that found on a mountain at 2,500 meters altitude. For this reason, people who temporarily or regularly have conditions likely to be aggravated due to the altitude are encouraged not to take the flight. This decision is strictly personal and the Ministry of Defence of the concerned aircraft accepts no responsibility for any medical condition occurring during or as a result of carriage by tactical aircraft or helicopter in normal flight conditions.

I acknowledge having read and understood the information form on carriage by tactical aircraft or helicopter and accept the conditions.

Executed at **insert the place you are leaving from** , on **date of flight**

Last name, first name : **last name and full first name of passenger**

Signature: **insert hand or digital signature**

EATC Ground Operation Manual  
Carriage in tactical aircraft for elderly person V2.0 2022



# EATC

## GROUND OPERATIONS DOCUMENT CATALOG

### J. Medical Information Form (MEDIF A)



#### EATC MEDIF A

**Formulaire de renseignement pour Passager requérant une assistance particulière et une validation médicale**

*Medical Information form for Passenger requiring special assistance and a medical clearance*

Ce formulaire vise à fournir des informations destinées à évaluer la capacité du passager à voyager par voie aérienne (militaire). Si le passager est accepté, ces informations permettront de garantir l'application des mesures nécessaires pour assurer sa sécurité, son bien-être et son confort. Le médecin traitant est tenu de répondre à toutes les questions.

Pour rappel, les personnels de cabine ne sont pas autorisés à porter une attention particulière à un passager au détriment des autres passagers. Ils sont seulement formés au secourisme, et il ne leur est pas permis d'administrer des traitements ni de pratiquer une injection.

*The aim of this document is to provide the necessary information, to evaluate passenger's capability to travel by (military) flight. If the passenger is accepted, this information will permit application of the necessary measures to ensure the passenger's safety, welfare and comfort. It is mandatory that the physician in charge of the passenger answers all questions in this document in full.*

*As a reminder, cabin attendants are not authorised to give special assistance to particular passengers, to the detriment of their other duties and/or service to other passengers. They are trained only in first aid, and are not permitted to give medication or to administer any injections.*

Le formulaire comprend 3 parties. *This document contains 3 parts :*

- La partie 1 est réservée au médecin traitant ;  
*Part 1 is only for the passenger's treating physician*
- La partie 2 est réservée au passager (déclaration de responsabilité) ;  
*Part 2 is only for the passenger (declaration of responsibility)*
- La partie 3 est réservée au médecin militaire qualifié en médecine aéronautique.  
*Part 3 is only for the military validating flight surgeon.*

Mode d'emploi / *How to use this document :*

Le document renseigné pour ces parties 1 et 2 doit être renvoyé, au plus tard 48h avant le départ du vol, à l'adresse suivante :

*After completion of Part 1 and 2, the document has to be send , no later than 48 hours prior to departure, to :*

EATC/ Aeromedical Evacuation Control Center (AECC)  
Eindhoven Airbase  
P.O box 90102  
5600 RA EINDHOVEN  
The Netherlands / Pays-Bas  
Email : [aecc@eatc-mil.org](mailto:aecc@eatc-mil.org)  
Phone : 00 31 889 510034 / PNIA : 8031 889 510034

Nota : dans le cas où la mission aérienne concernée serait réalisée sous contrôle opérationnel national (CNOA/Lyon), l'AECC de l'EATC transfèrera ce formulaire vers le médecin conseiller du CFA pour validation.

*In case the flight will be realised under OPCON of CNOA/Lyon, the AECC- EATC will transfer this document to the CFA medical advisor for validation.*



# EATC GROUND OPERATIONS DOCUMENT CATALOG

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# EATC GROUND OPERATIONS DOCUMENT CATALOG

## Chapter 3    Baggage Handling

### A. Security luggage reclaim sheet

EUROPEAN AIR TRANSPORT COMMAND

SECURITY LUGGAGE RECLAIM			
ID-Nr.	RECLAIM LABEL	RECLAIM LABEL	PAGE FROM PAGES
1	12	23	
2	13	24	
3	14	25	
4	15	26	
5	16	27	
6	17	28	
7	18	29	
8	19	30	
9	20	31	
10	21	32	
11	22	33	

EGOM Security luggage reclaim v1.0  
Luggage reclaim form

EATC

Update: 01 Jan 2017





# EATC GROUND OPERATIONS DOCUMENT CATALOG

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# EATC

## GROUND OPERATIONS DOCUMENT CATALOG

### Chapter 4 Cargo Handling

The transport of goods by air is regulated by civil and military regulations. All shipments on board of an aircraft must meet the safety and security requirements.

The shipper (consigner) or his designated representative is responsible for ensuring that any consignment delivered for air transport is packed, marked and labelled correctly and completely as prescribed in applicable regulations and the required transport documentation associated with the shipment (e.g., air waybill, similar documents, dangerous goods and/or custom declarations, etc.) is provided.

Only shipments that meet the requirements for air transport (regarding packing, marking, labelling, documentation, etc.) are to be declared ready for carriage and shall be admitted to the aircraft. Shipments must pass an acceptance check in order to be declared airworthy/ready for carriage by a competent ground handling or similar organization providing the required cargo services to the aircraft.

If deficiencies are found during the acceptance check, the shipment shall be classified as not acceptable (not ready for carriage) until the flaws have been removed. The integrity of the cargo and its documentation must be secured while being processed through the logistical chain so as to prevent unauthorized manipulation. All organizational elements involved in the handling of air cargo are responsible for maintaining its integrity.



# EATC GROUND OPERATIONS DOCUMENT CATALOG

## A. Process guidance document (Blue Document)

PROCESS GUIDANCE DOCUMENT AIR CARGO					
DTG DELIVERY		MISSION ORDER (A TMO)			
SERIAL (AIR TERMINAL)	_____	DESTINATION		_____	
CARGO NUMBER	_____	AIRCRAFT TYPE		_____	
MISSION NUMBER (MEAT)	_____	DATE / ETD		_____	
LANDSIDE LOCATION	_____	AIRSIDE LOCATION		_____	
<u>GENERIC CARGO</u>	<input type="checkbox"/>	→ ENSURE GENERIC CARGO IS MENTIONED IN MEAT, EGOM 4.4.1			
DANGEROUS GOODS	<input type="checkbox"/>	→ CHECKLIST DANGEROUS GOODS & AMMUNITION			
WEAPONS / UN 2911 EXCEPTED PACKAGES	<input type="checkbox"/>	→ CHECKLIST WEAPONS & UN 2911 EXCEPTED PACKAGES			
AMMUNITION	<input type="checkbox"/>	→ CHECKLIST DANGEROUS GOODS & AMMUNITION			
MEDICINES / BLOOD PRODUCTS	<input type="checkbox"/>	→ CHECKLIST MEDICINES / BLOOD PRODUCTS			
PERISHABLES / FOODSTUFF	<input type="checkbox"/>	→ CHECKLIST PERISHABLES / FOOD PRODUCTS			
DRY ICE	<input type="checkbox"/>	→ CHECKLIST DRY ICE			
LIVE ANIMALS	<input type="checkbox"/>	→ CHECKLIST LIVE ANIMALS			
UN 2911 (Excepted packages)	<input type="checkbox"/>	→ CHECKLIST WEAPONS & UN 2911 EXCEPTED PACKAGES			
MAIL (FIELD / COMPANY)	<input type="checkbox"/>	→ CHECKLIST (FIELD / COMPANY) MAIL			
VEHICLE	<input type="checkbox"/>	→ CHECKLIST VEHICLE (GENERIC)			
LITHIUM BATTERY HANDLING LABEL	<input type="checkbox"/>	(OTHER) SPECIAL INFORMATION <div style="border: 1px solid black; height: 40px; width: 100%;"></div>			
TEMPERATURE CONTROL	<input type="checkbox"/>				
PROTECTIVE STORAGE	<input type="checkbox"/>				
A OG / MEE / PRIORITY 1	<input type="checkbox"/>				
NOT RESTRICTED	<input type="checkbox"/>				
		(If applicable; list statement on air cargo manifest; not on NOTOC)			
<b>CARGO IDENTIFICATION</b>		<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>COMMENTS, REMARKS AND NOTES</b>
AIR CARGO SECURITY DECLARATION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<small>If "Y" see other side</small>	<div style="border: 1px solid black; padding: 5px;"> </div>
HYGIENE CERTIFICATE AVAILABLE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
WAYBILL / DELIVERY NOTICE (Road Transportation)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
GROSS WEIGHT FREIGHT DELIVERED				KG/LB	
AMOUNT OF PACKAGES AND TYPE OF CARGO				PACKAGES TYPE	
VALUE LIST OR (PRO FORMA) INVOICE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
STATEMENT "NON DANGEROUS GOODS"	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
SHIPPER'S DECLARATION FOR DANGEROUS GOODS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
FREIGHT SCANNED (TRACK & TRACE)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
ARE THE ADDRESSES OF THE SHIPPER AND CONSIGNEE AFFIXED ON THE CARGO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
ARE THE PACKAGES MARKED (IDENTIFICATION)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
CUSTOM DOCUMENTS				TYPE NBR	
<b>PROCESSED</b>	<b>CARGO (LAND)</b>	<b>LOADCONTROL</b>	<b>CARGO (AIR)</b>	<b>LOADCONTROL</b>	
<b>NAME</b>					
<b>PARAPH</b>					



# EATC GROUND OPERATIONS DOCUMENT CATALOG

PROCESS GUIDANCE DOCUMENT AIR CARGO						
DTG DELIVERY	<b>1</b>			MISSION ORDER (ATMO)	<b>6</b>	
SERIAL (AIR TERMINAL)	<b>2</b>			DESTINATION	<b>7</b>	
CARGO NUMBER	<b>3</b>			AIRCRAFT TYPE	<b>8</b>	
MISSION NUMBER (MEAT)	<b>4</b>			DATE / ETD	<b>9</b>	
LANDSIDE LOCATION	<b>5</b>			AIRSIDE LOCATION	<b>10</b>	
<b>GENERIC CARGO</b>		<input type="checkbox"/>		→ ENSURE GENERIC CARGO IS MENTIONED IN MEAT, EGOM 4.4.1		
<b>DANGEROUS GOODS</b>		<input type="checkbox"/>		→ CHECKLIST DANGEROUS GOODS & AMMUNITION		
<b>WEAPONS / UN 2911 EXCEPTED PACKAGES</b>		<input type="checkbox"/>		→ CHECKLIST WEAPONS & UN 2911 EXCEPTED PACKAGES		
<b>AMMUNITION</b>		<input type="checkbox"/>		→ CHECKLIST DANGEROUS GOODS & AMMUNITION		
<b>MEDICINES / BLOODPRODUCTS</b>	<b>11</b>	<input type="checkbox"/>		→ CHECKLIST MEDICINES / BLOOD PRODUCTS		
<b>PERISHABLES / FOODSTUFF</b>		<input type="checkbox"/>		→ CHECKLIST PERISHABLES / FOOD PRODUCTS		
<b>DRY ICE</b>		<input type="checkbox"/>		→ CHECKLIST DRY ICE		
<b>LIVE ANIMALS</b>		<input type="checkbox"/>		→ CHECKLIST LIVE ANIMALS		
<b>UN 2911 (Excepted packages)</b>		<input type="checkbox"/>		→ CHECKLIST WEAPONS & UN 2911 EXCEPTED PACKAGES		
<b>MAIL (FIELD / COMPANY)</b>		<input type="checkbox"/>		→ CHECKLIST (FIELD / COMPANY) MAIL		
<b>VEHICLE</b>		<input type="checkbox"/>		→ CHECKLIST VEHICLE (GENERIC)		
<b>LITHIUM BATTERY HANDLING LABEL</b>		<input type="checkbox"/>		(OTHER) SPECIAL INFORMATION		
<b>TEMPERATURE CONTROL</b>		<input type="checkbox"/>				
<b>PROTECTIVE STORAGE</b>	<b>12</b>	<input type="checkbox"/>			<b>13</b>	
<b>AOG / MEE / PRIORITY 1</b>		<input type="checkbox"/>				
<b>NOT RESTRICTED</b>		<input type="checkbox"/>			(If applicable; list statement on air cargo manifest; not on NOTOC)	
<b>CARGO IDENTIFICATION</b>						
AIR CARGO SECURITY DECLARATION	<b>14</b>	Y	N	N/A	NBR:	<b>27</b>
HYGIENE CERTIFICATE AVAILABLE		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>15</b>	
WAYBILL / DELIVERY NOTICE (Road Transportation)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
GROSS WEIGHT FREIGHT DELIVERED		<b>16</b>				
AMOUNT OF PACKAGES AND TYPE OF CARGO		<b>17</b>			<b>18</b>	
VALUE LIST OR (PRO FORMA) INVOICE		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
STATEMENT "NON DANGEROUS GOODS"		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>19</b>	
SHIPPER'S DECLARATION FOR DANGEROUS GOODS		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>20</b>	
FREIGHT SCANNED (TRACK & TRACE)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>21</b>	
ARE THE ADDRESSES OF THE SHIPPER AND CONSIGNEE AFFIXED ON THE CARGO		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>22</b>	
ARE THE PACKAGES MARKED (IDENTIFICATION)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>23</b>	
CUSTOM DOCUMENTS		<b>25</b>			<b>26</b>	
<b>PROCESSED</b>		<b>CARGO (LAND)</b>	<b>LOADCONTROL</b>	<b>CARGO (AIR)</b>	<b>LOADCONTROL</b>	<b>CUSTOMS</b>
<b>NAME</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>	<b>32</b>	<b>33</b>
<b>PARAPH</b>						



## EATC GROUND OPERATIONS DOCUMENT CATALOG

Number	Item	Explanation
		Note: For track and trace purposes and document visibility during the fill-in process the document must preferably be printed on BLUE paper.
1.	DTG delivery	Insert the date and time the shipment is delivered to the air terminal.
2.	Air terminal (reference number)	Insert a reference number assigned to the shipment that allows it to be identified and tracked while being processed in the air terminal.
3.	Cargo number	Insert the number that refers to the order issued or other (national) arrangement made to deliver the shipment to the air terminal (e.g. ATR or similar national shipping/delivery instruction).
4.	Mission Number MEAT	Insert the number that refers to the mission number issued by the MEAT system
5.	Land-side location	After completion of the air cargo security check, insert the land-side location in the air terminal area at which the shipment is positioned after being unloaded from the truck. Note: Cargo at a land-side location must not necessarily have passed an air cargo acceptance check.
6.	Air Transport Mission Order	Insert ATMO or similar number (ATMO, Air Waybill or other mission reference number) identifying the flight on which the shipment is planned to be transported.
7.	Destination	Insert the destination of the shipment
8.	Aircraft type	Insert the (generic) type of aircraft used by the operator to carry out the transport
9.	Date / ETD	Insert the date and/or estimated time of departure of the aircraft dedicated to conduct the mission.
10.	Air-side location	Insert air-side location at which the shipment is positioned after it has been transferred to air-side in the air terminal area and declared "ready for carriage". Note: Cargo at an air-side location must have passed an air cargo acceptance check (ready for carriage).
11.	Cargo type	<p>Mark the applicable box(es) of the type of cargo delivered to the air terminal and conduct the required acceptance checks</p> <p><b>a) General cargo</b> Check compliance with generic rules on air cargo (packing, labelling, documentation, etc.)</p> <p><b>b) Dangerous goods</b> Check compliance with the dangerous goods &amp; ammunition checklist.</p> <p><b>c) Weapons / UN 2911 excepted packages</b> Check compliance with the weapons and UN 2911 excepted packages checklist.</p> <p><b>d) Ammunition</b> Check compliance with the dangerous goods and ammunition checklist.</p> <p><b>e) Medicines / blood products</b> Check compliance with the medicines and blood products checklist.</p> <p><b>f) Perishables / food products</b> Check compliance with the perishables &amp; food products checklist.</p> <p><b>g) Dry-ice</b> Check compliance with the dry-ice checklist.</p> <p><b>h) Live animals</b> Check compliance with the live animals' checklist.</p> <p><b>i) UN 2911 (Excepted packages)</b> Check compliance with the weapons and UN 2911 excepted packages checklist.</p> <p><b>j) (Field / Company) Mail</b> Check compliance with the (field / Company) mail checklist.</p> <p><b>k) Vehicle</b> Check compliance with the vehicle checklist Vehicle</p>



## EATC GROUND OPERATIONS DOCUMENT CATALOG

12.	Handling information	<p>Mark the applicable box(es) related to special handling instructions / markings for the cargo delivered to the air terminal.</p> <p><b>a) Battery handling label (Lithium)</b> Mark if the shipment holds batteries that are subject to the dangerous goods regulations (such as lithium-ion batteries) and if the required battery handling labels are affixed to the packages.</p> <p><b>b) Temperature control</b> Mark if the shipment holds commodities that must be stored/shipped in a temperature controlled environment and if the required temperature label is affixed to the packages.</p> <p><b>c) Protective storage</b> Mark if the shipment holds commodities that must be stored in a security-controlled environment (e.g., high-value shipments, weapons, classified materials, etc.).</p> <p><b>d) AOG / MEE / Priority 1</b> Mark if the shipment holds items, and their documentation, bearing a high priority identification that requires them to be handled with priority by the various air terminal parties so that they reach the final destination without any delay.</p> <p><b>e) Not restricted</b> Mark if the shipment holds small amounts of dangerous goods that are not subject to the IATA dangerous goods regulations (DGR) and if the required labels are affixed to the packages.</p>
13.	(Other) special information	Insert any other special information of importance for the handling of the shipment or other activities related to the preparation of air cargo or its documentation (e.g., air cargo security declaration number, sealed, opium act articles, dry-ice used, keep under power, etc.)
14.	(Road) waybill, Air Cargo security Declaration, Hygiene Certificate	Mark the applicable box to indicate if a waybill, bill of loading, Air cargo security declaration and Hygiene certificate or similar document accompanied the shipment upon its delivery by a truck service to the air terminal (yes/no).
15.	Number	Insert the number of the document that accompanied the shipment upon its delivery by a truck service to the air terminal. Note: A complete and correctly filled-in waybill, bill of loading or similar document that accompanies the shipment upon delivery is an important reference for air cargo security as it indicates that the shipment originates from a known consigner (sender) and is transported by a known carrier (truck service).
16.	Gross weight freight delivered	Insert the gross weight of the cargo (referred to on the process guidance document) that is delivered to the air terminal.
17.	Number of packages	Insert the number of packages (referred to on the process guidance document) delivered to the air terminal. Note: The gross weight and number of packages must correspondent with the waybill, bill of loading or similar document accompanying the shipment upon delivery and are important references in air cargo security as they indicate that the shipment has not been tampered with.



## EATC GROUND OPERATIONS DOCUMENT CATALOG

18.	Type of cargo	Insert the type(s) of packages the shipment consists of (e.g. pallet, uni-pack, bag, box, etc.)
19.	Value list or (pro forma) invoice	Mark the applicable box to indicate if one or more a value lists or (pro forma) invoices accompanied the shipment upon its delivery at the air terminal (yes/no/not applicable). Note: Copies of the value lists or (pro forma) invoices are delivered separately as an attachment to the waybill, are affixed on the (outer)packages and/or custom documents. The documents are required for import/export purposes (cross boarder transports).
20.	“Non-dangerous goods” Statement	Mark the applicable box to indicate if one or more non-dangerous goods declarations accompanied the shipment upon delivery to the air terminal (yes/no/not applicable).
21.	Shipper’s dangerous goods declaration	Mark the applicable box to indicate if one or more shippers’ dangerous goods declarations (DGD)accompanied the shipment upon delivery to the air terminal (yes/no/not applicable).
22.	Freight scanned (by automated means)	Mark the applicable box to indicate if the shipment was subject to tracking and tracing by automated means (scanning or RFID) upon delivery and/or while being processed at the air terminal (yes/no/not applicable).
23.	Address labels affixed	Mark the applicable box to indicate if the (full) addresses of the shipper and consignee are affixed on the packages of the shipment (yes/no/not applicable).
24.	Packages marked	Mark the applicable box to indicate if all packages in the shipment are properly marked to allow identification (yes/no/not applicable).
25.	Custom document type	Insert the type(s) of customs documents that accompanied the shipment upon delivery to the air terminal (e.g., 302, T form, etc.).
26.	Custom document number	Insert the unique registration number(s) of the custom documents that accompany the shipment upon arrival at the air terminal (e.g. identifying number on the 302, T form, etc.)
27.	Comments, remarks and notes	Insert any other comments, remarks or notes of importance for the handling of the shipment or other activities related to the preparation of air cargo and its documentation.
28.	Processed by cargo (land)	The entry of the name and signature of the air terminal cargo acceptance representative responsible for conducting the applicable procedures upon delivery of the shipment confirms that cargo acceptance, land-side storage and location recording have been conducted in compliance with the regulations and that the exchange of information on the shipment and its documentation with other stakeholders (such as load control element) has been carried out as required. Note: After completion of the cargo acceptance and location recording process, the shipment must be marked with the “outbound cargo” or “quarantined cargo” process indicator document. Any problem related to quarantined cargo must be solved prior to its release to air-side. The “outbound cargo” process indicator must be attached to it when the problem has been solved (declared ready for carriage).
29.	Processed by load control	The entry of the name and signature of the air terminal load control representative responsible conducting the applicable procedures for cargo clearance to an air-side location, providing instructions for the preparation and build-up of air cargo and taking account of applicable arrangements, flight details, the date of the mission and the limits set for the type of aircraft planned to be used confirms that these tasks have been performed in compliance with the regulations and handling instructions and that the exchange of information on the shipment and its documentation with other stakeholders (such as customs and air terminal air-side personnel) has been carried out as required. Note: After completion of the load control acceptance process, the “outbound cargo” or “quarantined cargo” process indicator document must be updated with the required information. Only shipments marked as “outbound cargo” may be released to air-side.



## EATC GROUND OPERATIONS DOCUMENT CATALOG

30.	Processed by cargo (air)	<p>The entry of the name and signature of the air terminal cargo representative responsible for conducting the applicable procedures for the movement of the shipment to an air-side location and for ensuring the preparation and build-up of air cargo according to the plan provided by the load control element confirms that air-side storage and location recording have been conducted in compliance with the regulations and that the exchange of information with other stakeholders (such as load control element, customs) has been carried out as required.</p> <p>Note: After completion of the air-side acceptance and air cargo preparation process, the “outbound cargo” process indicator document (Annex X) must be updated with the required information. When the cargo build-up process starts, the “ULD preparation sheet” or “BULK preparation sheet” process indicator document must be used as applicable to allow the air cargo manifest and/or NOTOC to be prepared. The “outbound cargo” document is no longer required after completion of the air cargo consolidation process.</p>
31.	Processed by load control	<p>The entry of the name and signature of the air terminal load control representative responsible for conducting the applicable procedures for preparing a consolidated load plan, other required documents and the release of the shipment from the air terminal to an aircraft confirms that these tasks have been conducted in compliance with the regulations and handling instructions and that the exchange of information on the prepared cargo shipment and its documentation with other stakeholders (such as customs, air terminal ramp services representatives) has been carried out as required.</p> <p>Note: After completion of the air cargo preparation, build-up and release process, the preparation sheets, air cargo manifest, NOTOC (if applicable), invoices, etc. must be archived in a mission folder. The manifest, NOTOC and other required information are shared with other stakeholders, submitted to the aircrew and reported to the next station (airport) en-route.</p>
32.	Processed by customs	<p>The entry of the name and signature of the customs office representative responsible for executing the applicable import and/or export procedures based on documentation provided by the customer (sender) and supplemented with documents provided by the air terminal personnel (e.g. air cargo manifest and other required documents) confirms that these tasks have been conducted in compliance with the regulations and that the exchange of information on the shipment and its documentation with other stakeholders has been carried out as required.</p> <p>Note: After completion of the customs processing, the shipment can be put on hold, physically or administratively controlled by dedicated authorities or released for transport. Customs documentation reference numbers must be recorded on the air cargo manifest.</p>
33.	Processed to archive	<p>The entry of the name and signature of the air terminal representative responsible for archiving the cargo records confirms that the required documents have been checked for completeness, copies have been put in the mission folder and the required reporting has been conducted. The details provided in the mission folder can be used for statistical purposes. Not all entries required on the document may be known upon delivery of the shipment. The document must be completed and updated as the shipment is processed in the air terminal area by the various parties involved in air cargo preparation. It serves as administrative evidence of cargo being handed over from one stakeholder to another and allows the compliance of dedicated (national) agencies with the regulations to be validated. Prior to being archived, the document must be completed or the sections that are not applicable must be clearly marked.</p>





## EATC GROUND OPERATIONS DOCUMENT CATALOG

		<p>All the reporting required of air terminal representatives in respect of shipment handling must be carried out (see Chapter 9).</p> <p>Process indicator documents are used to provide visibility with respect to the degree to which the process has been completed at an air terminal, allow process tracking and quality control and contribute towards maintaining the integrity and security of air cargo shipments. They serve as administrative evidence of cargo being or having to be handed over from one stakeholder to another and allow the compliance of dedicated (national) agencies with the regulations to be validated.</p> <p>Note: The process guidance document is used to manage the various steps followed by different parties at an air terminal area, provides visibility with respect to the degree to which the process has been completed, allows process tracking and quality control and contributes towards maintaining the integrity and security of air cargo shipments.</p>
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# EATC GROUND OPERATIONS DOCUMENT CATALOG

## B. Transfer guidance document (Yellow document)

TRANSFER GUIDANCE DOCUMENT AIR CARGO					
<b>DTG DELIVERY</b>		<b>MISSION ORDER (ATMO)</b>			
<b>AIRCRAFT TYPE</b>		<b>TAIL NUMBER</b>			
<b>SENDING NATION</b>		<b>DATE / ETD</b>			
<b>LOCATION ARRIVAL</b>		<b>LOCATION DEPARTURE</b>			
<b>GENERIC CARGO</b>	<input type="checkbox"/>				
<b>DANGEROUS GOODS</b>	<input type="checkbox"/>	→	CHECKLIST DANGEROUS GOODS & AMMUNITION		
<b>WEAPONS / UN 2911 EXCEPTED PACKAGES</b>	<input type="checkbox"/>	→	CHECKLIST WEAPONS & UN 2911 EXCEPTED PACKAGES		
<b>AMMUNITION</b>	<input type="checkbox"/>	→	CHECKLIST DANGEROUS GOODS & AMMUNITION		
<b>MEDICINES / BLOOD PRODUCTS</b>	<input type="checkbox"/>	→	CHECKLIST MEDICINES / BLOOD PRODUCTS		
<b>PERISHABLES / FOOD STUFF</b>	<input type="checkbox"/>	→	CHECKLIST PERISHABLES / FOOD PRODUCTS		
<b>DRY ICE</b>	<input type="checkbox"/>	→	CHECKLIST DRY ICE		
<b>BATTERY HANDLING LABEL</b>	<input type="checkbox"/>		<b>[OTHER] SPECIAL INFORMATION</b>		
<b>TEMPERATURE CONTROL</b>	<input type="checkbox"/>				
<b>PROTECTIVE STORAGE</b>	<input type="checkbox"/>				
<b>AOG / PRIORITY 1</b>	<input type="checkbox"/>				
<b>NOT RESTRICTED</b>	<input type="checkbox"/>				
				<b>(If applicable; list statement on air cargo manifest; not on NOTOC)</b>	

CARGO IDENTIFICATION	COMMENTS, REMARKS AND NOTES																																																																						
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"></td> <td style="width: 10%; text-align: center;">Y</td> <td style="width: 10%; text-align: center;">N</td> <td style="width: 10%; text-align: center;">N/A</td> <td style="width: 10%;"></td> </tr> <tr> <td>AIR CARGO MANIFEST</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td rowspan="7" style="border: 1px solid black; vertical-align: top; padding: 5px;">NR:</td> </tr> <tr> <td>SIGNED AIR CARGO SECURITY DECLARATION</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>VALUE LIST OR (PRO FORMA) INVOICE</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>SHIPPER'S DECLARATION FOR DANGEROUS GOODS</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>DANGEROUS GOODS COMPLIANT TO IATA DGR OR OTHER MILITARY (DG) REGULATION</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>IS THERE ANY VISIBLE DAMAGE</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>ARE THE ADDRESSES OF THE SHIPPER AND CONSIGNEE AFFIXED ON THE CARGO</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>		Y	N	N/A		AIR CARGO MANIFEST	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NR:	SIGNED AIR CARGO SECURITY DECLARATION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	VALUE LIST OR (PRO FORMA) INVOICE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SHIPPER'S DECLARATION FOR DANGEROUS GOODS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DANGEROUS GOODS COMPLIANT TO IATA DGR OR OTHER MILITARY (DG) REGULATION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IS THERE ANY VISIBLE DAMAGE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ARE THE ADDRESSES OF THE SHIPPER AND CONSIGNEE AFFIXED ON THE CARGO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																					
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IS THERE ANY VISIBLE DAMAGE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																																				
ARE THE ADDRESSES OF THE SHIPPER AND CONSIGNEE AFFIXED ON THE CARGO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																																				
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PROCESSED	CARGO (AIR)	LOAD CONTROL	CARGO (AIR)	LOAD CONTROL	
<b>NAME</b>					
<b>PARAPH</b>					

EGOM Process Transit guidance document v3.1 (yellow document).xlsx  
Transfer guidance Yellow  
Print on YELLOW paper



# EATC GROUND OPERATIONS DOCUMENT CATALOG

TRANSFER GUIDANCE DOCUMENT AIR CARGO																																															
DTG DELIVERY	<b>1</b>	_____	MISSION ORDER (ATMO)																																												
ARCRAFT TYPE	<b>2</b>	_____	TAIL NUMBER																																												
SENDING NATION	<b>3</b>	_____	DATE / ETD																																												
LOCATION ARRIVAL	<b>4</b>	_____	LOCATION DEPARTURE																																												
<b>GENERIC CARGO</b>		<input type="checkbox"/>																																													
DANGEROUS GOODS		<input type="checkbox"/>	→ CHECKLIST DANGEROUS GOODS & AMMUNITION																																												
WEAPONS / UN 2911 EXCEPTED PACKAGES		<input type="checkbox"/>	→ CHECKLIST WEAPONS & UN 2911 EXCEPTED PACKAGES																																												
AMMUNITION		<input type="checkbox"/>	→ CHECKLIST DANGEROUS GOODS & AMMUNITION																																												
MEDICINES / BLOOD PRODUCTS	<b>9</b>	<input type="checkbox"/>	→ CHECKLIST MEDICINES / BLOOD PRODUCTS																																												
PERISHABLES / FOODSTUFF		<input type="checkbox"/>	→ CHECKLIST PERISHABLES / FOOD PRODUCTS																																												
DRY ICE		<input type="checkbox"/>	→ CHECKLIST DRY ICE																																												
BATTERY HANDLING LABEL		<input type="checkbox"/>																																													
TEMPERATURE CONTROL	<b>10</b>	<input type="checkbox"/>																																													
PROTECTIVE STORAGE		<input type="checkbox"/>																																													
AOG / PRIORITY 1		<input type="checkbox"/>																																													
NOT RESTRICTED		<input type="checkbox"/>																																													
			[OTHER] SPECIAL INFORMATION																																												
			<b>11</b>																																												
<small>(If applicable; list statement on air cargo manifest; not on NOTOC)</small>																																															
<b>CARGO IDENTIFICATION</b>		<table border="1" style="font-size: small;"> <tr><td>Y</td><td>N</td><td>N/A</td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> </table>	Y	N	N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"><b>13</b></div>																				
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AIR CARGO MANIFEST			<b>12</b>																																												
SIGNED AIR CARGO SECURITY DECLARATION			<b>14</b>																																												
VALUE LIST OR (PRO FORMA) INVOICE			<b>15</b>																																												
SHIPPER'S DECLARATION FOR DANGEROUS GOODS			<b>16</b>																																												
DANGEROUS GOODS COMPLIANT TO IATA DGR OR OTHER MILITARY (DG) REGULATION			<b>17</b>																																												
IS THERE ANY VISIBLE DAMAGE			<b>18</b>																																												
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PROCESSED	CARGO (AIR)	LOADCONTROL	CARGO (AIR)	LOADCONTROL	CUSTOMS	ARCHIVE
NAME	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>
PARAPH						

EGOM Provasa Transit guidance document v3.1 (yellow document).xlsx  
Transfer guidance Yellow  
Print on YELLOW paper

EATC

Update: 01 Jan 2018



## EATC GROUND OPERATIONS DOCUMENT CATALOG

Number	Item	Explanation
		Note: For track and trace purposes and document visibility during the fill-in process the document must preferably be printed on YELLOW paper.
1.	DTG delivery	Insert the date and time the shipment is delivered to the air terminal.
2.	Aircraft type	Insert the (generic) type of aircraft used by the operator to carry out the subsequent transfer flight.
3.	Sending nation	Insert the nation sending the shipment, i.e., the state from which the shipment was originally delivered to the air terminal.
4.	Location arrival	Insert the (temporarily) air-side location in the air terminal area at which the shipment is positioned after being unloaded from the aircraft. Note: Air cargo shipments unloaded from an aircraft are considered secure as they passed an air cargo acceptance check at the airport of departure.
5.	Air Transport Mission Order	Insert ATMO or similar number (ATMO, air waybill or other mission reference number) identifying the transfer flight that is planned for the subsequent transport of the shipment.
6.	Tail number	Insert the (generic) type of aircraft used by the operator to carry out the transfer flight.
7.	Date / ETD	Insert the date and/or estimated time of departure of the aircraft dedicated to conduct the transfer flight.
8.	Departure location	When air cargo is moved to another air-side location in the air terminal area for load preparation, loading or other activities, insert the new location.
9.	Cargo type	<p>Mark the applicable box(es) of the type of cargo delivered to the air terminal and conduct the required acceptance checks</p> <p><b>a) General cargo</b> Check compliance with generic rules on air cargo (packing, labelling, documentation, etc.)</p> <p><b>b) Dangerous goods</b> Check compliance with the dangerous goods &amp; ammunition checklist.</p> <p><b>c) Weapons / UN 2911 excepted packages</b> Check compliance with the weapons and UN 2911 excepted packages checklist.</p> <p><b>d) Ammunition</b> Check compliance with the dangerous goods and ammunition checklist.</p> <p><b>e) Medicines / blood products</b> Check compliance with the medicines and blood products checklist.</p> <p><b>f) Perishables / food products</b> Check compliance with the perishables &amp; food products checklist.</p> <p><b>g) Dry-ice</b> Note: The transfer of shipments involving live animals required special handling, documentation exchange and customs clearance arrangements (when required) to be made with the stations en-route in advance. The acceptance checks to establish whether shipments comply with the air cargo regulations is done at the airport of departure. The other commodities listed require special provisions to be made and activities to be conducted at the air terminals of transfer. These procedures are embedded in the checklists referred to.</p>



## EATC GROUND OPERATIONS DOCUMENT CATALOG

10.	Handling information	<p>Mark the applicable box(es) related to special handling instructions / markings for the cargo delivered to the air terminal for transfer to another aircraft.</p> <p><b>a) Battery handling label (Lithium)</b> Mark if the shipment holds batteries that are subject to the dangerous goods regulations (such as lithium-ion batteries) and if the required battery handling labels are affixed to the packages.</p> <p><b>b) Temperature control</b> Mark if the shipment holds commodities that must be stored/shipped in a temperature controlled environment and if the required temperature label is affixed to the packages.</p> <p><b>c) Protective storage</b> Mark if the shipment holds commodities that must be stored in a security-controlled environment (e.g., high-value shipments, weapons, classified materials, etc.).</p> <p><b>d) AOG / MEE / Priority 1</b> Mark if the shipment holds items, and their documentation, bearing a high priority identification that requires them to be handled with priority by the various air terminal parties so that they reach the final destination without any delay.</p> <p><b>e) Not restricted</b> Mark if the shipment holds small amounts of dangerous goods that are not subject to the IATA dangerous goods regulations (DGR) and if the required labels are affixed to the packages.</p> <p>Note: Special handling instructions, temperature recording or storage requirements must be observed based on the special labels affixed.</p>
11.	(Other) special information	<p>Insert any other special information of importance for the handling of the shipment or other activities related to the preparation of air cargo or its documentation (e.g., air cargo security declaration number, sealed, opium act articles, dry-ice used, keep under power, etc.)</p>
12.	Air Cargo manifest	<p>Mark the applicable box to indicate if an air cargo manifest, air waybill or similar transport document accompanied the shipment upon its delivery by aircraft and subsequent delivery at the air terminal (yes/no).</p>
13.	Number	<p>Insert the number of the air cargo manifest or similar document that accompanied the shipment upon its delivery by aircraft and subsequent delivery to the air terminal.</p> <p>Note: A complete and correctly filled air cargo manifest or similar document that accompanies the shipment upon delivery is an important reference for air cargo security as it indicates that the shipment is transferred from an aircraft, is therefore declared to be in an airworthy condition (ready for carriage) by the airport of departure and meets the air cargo security requirements. This is confirmed by the entry of the name and signature of the sending air terminal or similar organization's representative on the air cargo manifest.</p>
14.	Compliance with the regulations	<p>Mark the applicable box to indicate if the shipment is accompanied with the signed current edition of the Air Security Declaration upon its delivery to the air terminal (yes/no).</p> <p>Note: Appropriate action must be taken if the document is not available or signed by the sending party. If the irregularities found result in the shipment being in a non-airworthy condition (not ready for carriage), the shipment must be marked with the "quarantined cargo" document (annex Y) and must not be delivered to the air-side until the deficiencies have been eliminated. All the stakeholders must be informed about any irregularities found; the solutions possible that allow the transport to continue and action required to be taken by the sender of the shipment or other parties to attain the release of the shipment from the air terminal.</p>



## EATC GROUND OPERATIONS DOCUMENT CATALOG

15.	Value list or (pro forma) invoice	Mark the applicable box to indicate if one or more a value lists or (pro forma) invoices accompanied the shipment upon its delivery to the air terminal (yes/no/not applicable). Note: Copies of the value lists or (pro forma) invoices are delivered separately as attachments to the air cargo manifest or are affixed on the (outer) packages and/or customs documents. The documents are required for import/export purposes (cross-border transports).
16.	Shipper's dangerous goods declaration	Mark the applicable box to indicate if one or more shippers' dangerous goods declarations (DGD) accompanied the shipment upon delivery to the air terminal (yes/no/not applicable).
17.	Compliance with the regulations	Mark the applicable box to indicate if the dangerous goods shipment complied with the current edition of the IATA dangerous goods regulations (DGR) and/or other applicable military regulations upon its delivery to the air terminal (yes/no/not applicable).
18.	Visible damage	Mark the applicable box to indicate if any visible damage or other irregularities were found on the (outer) packages contained in the shipment and/or its documentation upon delivery to the air terminal (yes/no/not applicable).
19.	Address labels affixed	Mark the applicable box to indicate if the (full) addresses of the shipper and consignee are affixed on the packages of the shipment (yes/no/not applicable).
20.	(Other) special information	Insert any other special information of importance for the handling of the shipment or other activities related to the preparation of the transfer of air cargo or its documentation (e.g., sealed, opium act articles, dry-ice used, keep under power, etc.).
21.	ULD identification	Insert the unique numbers (by type, code and owner) affixed to the ULDs received at the air terminal for transfer to another aircraft. Example: AKE 92274 GAF Note: If more than 12 ULDs are offloaded and received by the air terminal a second transfer guidance document must be made.
22.	Weight in kg / lb	Insert the gross weight of each ULD that is recorded on the document and mark the weight indication as recorded on the attached ULD tags. Note: Use only one weight indication on the document (either kg or lb).
23.	Custom document number	Insert the registration numbers of the custom documents accompanying the shipment upon its delivery to the air terminal.
24.	Processed by cargo (AIR)	The entry of the name and signature of the air terminal cargo acceptance representative responsible for conducting the applicable procedures upon the transfer/delivery of the shipment confirms that the cargo and its documentation have been visibly checked, the air-side storage and location recording have been conducted in compliance with the regulations and the exchange of information on the shipment and its documentation with other stakeholders (such as load control element) has been carried out as required. Note: After completion of the cargo visible checks, acceptance and location recording process, the shipment must be marked with the "outbound cargo" or "quarantined cargo" process indicator document as applicable. Any problem related to quarantined cargo must be solved prior to its release to an aircraft. The "outbound cargo" process indicator must be attached to it when the problem has been solved (declared ready for carriage).
25.	Processed by load control	The entry of the name and signature of the air terminal load control representative responsible conducting the applicable procedures for cargo clearance, providing instructions for the preparation of the transfer of air cargo and taking account of applicable arrangements, flight details, the date of the mission and the limits set for the type of aircraft planned to be used confirms that these tasks have been performed in compliance with the regulations and handling instructions and that the exchange of information on



## EATC GROUND OPERATIONS DOCUMENT CATALOG

		<p>the shipment and its documentation with other stakeholders (such as customs and air terminal air-side personnel) has been carried out as required.</p> <p>Note: After completion of the load control acceptance process, the “outbound cargo” or “quarantined cargo” process indicator documents must be updated with the required information. Only shipments marked as “outbound cargo” may be released to an aircraft.</p>
26.	Processed by cargo (air)	<p>The entry of the name and signature of the air terminal cargo representative responsible for conducting the applicable procedures for the movement of the shipment to another air-side location and for ensuring the preparation of air cargo according to the plan provided by the load control element confirms that air-side storage and location recording have been conducted in compliance with the regulations and that the exchange of information with other stakeholders (such as load control element, customs) has been carried out as required.</p> <p>Note: After completion of the air-side acceptance and air cargo preparation process, the “outbound cargo” process indicator document must be updated with the required information. For air cargo manifesting purposes (if required), the manifest that accompanied the shipment upon delivery must be used as the source document. Generically, the manifest and NOTOC provided by the sending airport are delivered to the aircraft prior to loading. The “outbound cargo” document is no longer required after completion of the preparation of the air cargo shipment, including its documentation.</p>
27.	Processed by load control	<p>The entry of the name and signature of the air terminal load control representative responsible for conducting the applicable procedures for preparing a consolidated load plan, other required documents and the release of the shipment from the air terminal to an aircraft confirms that these tasks have been conducted in compliance with the regulations and handling instructions and that the exchange of information on the prepared cargo shipment and its documentation with other stakeholders (such as customs, air terminal ramp services representatives) has been carried out as required.</p> <p>Note: After completion of the air cargo preparation and release process, the air cargo manifest, NOTOC (if applicable), invoices, etc. must be archived in a mission folder. The manifest, NOTOC and other required information are shared with other involved stakeholders, submitted to the aircrew and reported to the next station (airport) en-route.</p>
28.	Processed by customs	<p>The entry of the name and signature of the customs office representative responsible for conducting the applicable import and/or export procedures required for transfer, based on documentation provided by the customer (sender) and supplemented with documents provided by the airport of departure (e.g., air cargo manifest and other required documents) confirms that these tasks have been conducted in compliance with the regulations and that the exchange of information on the shipment and its documentation with other stakeholders has been carried out as required.</p> <p>Note: After completion of the customs processing, the shipment can be put on hold, physically or administratively controlled by dedicated authorities or released for transport.</p>
29.	Processed to archive	<p>The entry of the name and signature of the air terminal representative responsible for archiving the cargo records confirms that the required documents have been checked for completeness, copies have been put in the mission folder and the required reporting has been conducted. The details provided in the mission folder can be used for statistical purposes. Not all entries required on the document may be known upon transfer/delivery of the shipment. The document must be completed and updated as the shipment is processed in the air terminal area by the various parties involved in air cargo preparation. It serves as administrative evidence of cargo being handed-over from one stakeholder to another and allows the compliance of dedicated</p>



## EATC GROUND OPERATIONS DOCUMENT CATALOG

		<p>(national) agencies with the regulations to be validated. Prior to being archived, the document must be completed or the sections that are not applicable must be clearly marked. All the reporting required of air terminal representatives in respect of shipment handling must be carried out as required (see Chapter 9). Process indicator documents serve to provide visibility with respect to the degree to which the process has been completed at an air terminal, allow process tracking and quality control and contribute towards maintaining the integrity and security of air cargo shipments. They serve as administrative evidence of cargo being or having to be handed over from one stakeholder to another and allow the compliance of dedicated (national) agencies with the regulations to be validated.</p> <p>Note: The transfer guidance document is used to manage the various steps followed by different parties at an air terminal area, provides visibility with respect to the degree to which the process has been completed, allows process tracking and quality control and contributes towards maintaining the integrity and security of air cargo shipments</p>
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# EATC GROUND OPERATIONS DOCUMENT CATALOG

## C. Non-Dangerous Goods Declaration

**EUROPEAN AIR TRANSPORT COMMAND**

Reference Number:

### DECLARATION NON - Dangerous Goods

The undersigned hereby certifies that the cargo to be air transported contains **NO** dangerous goods or substances (solid, liquid or gas) that are subject to the ICAO / IATA dangerous goods regulations.

Type of hazard		Checked <span style="float: right;">✓</span>
Explosive		<input type="checkbox"/>
Flammable		<input type="checkbox"/>
Self reactive		<input type="checkbox"/>
Dangerous when wet		<input type="checkbox"/>
Oxidizing		<input type="checkbox"/>
Poisonous		<input type="checkbox"/>
Infectious		<input type="checkbox"/>
Radioactive		<input type="checkbox"/>
Corrosive		<input type="checkbox"/>
Lithium batteries		<input type="checkbox"/>
Lifesaving appliances		<input type="checkbox"/>

**Cargo**

Cargo bill number / ATR / ATMO	
Final destination	

**Shipper**

Name	
Rank	
Service number	
Unit	
Place	
Date	
Signature	

EGOM Non Dangerous Goods Declaration v1.0  
NON-DG Declaration
EATC
Version 1.0



# EATC GROUND OPERATIONS DOCUMENT CATALOG

**EUROPEAN AIR TRANSPORT COMMAND**

Insert unit or handling organization
Reference Number: Insert airway bill or local reference number

## DECLARATION NON - Dangerous Goods

The undersigned hereby certifies that the cargo to be air transported contains NO dangerous goods or substances (solid, liquid or gas) that are subject to the ICAO / IATA dangerous goods regulations.

Type of hazard		Checked <span style="float: right;">✓</span>
Explosive		<input type="checkbox"/>
Flammable		<input type="checkbox"/>
Self reactive		<input type="checkbox"/>
Dangerous when wet		<input type="checkbox"/>
Oxidizing		<input type="checkbox"/>
Poisonous		<input type="checkbox"/>
Infectious		<input type="checkbox"/>
Radioactive		<input type="checkbox"/>
Corrosive		<input type="checkbox"/>
Lithium batteries		<input type="checkbox"/>
Lifesaving appliances		<input type="checkbox"/>

**Cargo**

Cargo bill number / ATR / ATMO	Insert Cargo bill number / ATR / ATMO
Final destination	Insert airport of final destination of the shipments

**Shipper**

Name	Insert the name of the author
Rank	Insert the rank of the author
Service number	Insert the service or ID number
Unit	Insert the unit name
Place	Insert the location where the document was prepared
Date	Insert the date on which the document was prepared
Signature	 Insert the signature

EGOM Non Dangerous Goods Declaration v1.0  
NON-DG Declaration
EATC
Version 1.0



# EATC GROUND OPERATIONS DOCUMENT CATALOG

## EUROPEAN AIR TRANSPORT COMMAND

<b>AMC 940 Sqn</b>
Reference Number: <b>0024-24</b>



### DECLARATION NON - Dangerous Goods

The undersigned hereby certifies that the cargo to be air transported contains **NO** dangerous goods or substances (solid, liquid or gas) that are subject to the ICAO / IATA dangerous goods regulations.

Type of hazard	Checked	✓
Explosive	<input checked="" type="checkbox"/>	
Flammable	<input checked="" type="checkbox"/>	
Self reactive	<input checked="" type="checkbox"/>	
Dangerous when wet	<input checked="" type="checkbox"/>	
Oxidizing	<input checked="" type="checkbox"/>	
Poisonous	<input checked="" type="checkbox"/>	
Infectious	<input checked="" type="checkbox"/>	
Radioactive	<input checked="" type="checkbox"/>	
Corrosive	<input checked="" type="checkbox"/>	
Lithium batteries	<input checked="" type="checkbox"/>	
Lifesaving appliances	<input checked="" type="checkbox"/>	

example

#### Cargo

Cargo bill number / ATR / ATMO	<b>0024-24</b>
Final destination	<b>EDDK - Cologne</b>

#### Shipper

Name	<b>A. Brown</b>
Rank	<b>OR-9</b>
Service number	<b>000123456</b>
Unit	<b>338 Sqn</b>
Place	<b>Eindhoven</b>
Date	<b>02-04-2024</b>
Signature	<div style="border: 1px solid red; width: 40px; height: 15px; display: inline-block; margin-bottom: 5px;"></div> Insert the signature



# EATC GROUND OPERATIONS DOCUMENT CATALOG

## D. Dangerous Goods checklist

EUROPEAN AIR TRANSPORT COMMAND					
Reference Number: _____					
CHECKLIST DANGEROUS GOODS FOR A NON-RADIOACTIVE SHIPMENT and/or AMMUNITION				2025	
<p>→ If any box is checked "NO", do not accept the shipment and give a duplicate copy of this completed form to the shipper.</p> <p>→ Attention: Dangerous goods and ammunition <u>must</u> be recorded on a NOTOC!</p>					
DOCUMENTATION		IATA DGR	YES	NO	N/A
1	Are there two copies present of the Shippers Declaration (in English), in the IATA format and including the air certification statement? This question may be indicated as "N/A" only when the Shipper's Declaration is submitted electronically.	8.1.1; 8.1.2; 8.1.6.12; 8.0.2.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Are the full name and address of the shipper and consignee listed?	8.1.6.1; 8.1.6.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	If the Air WayBill number (or air cargo manifest number) is not shown; enter it.	8.1.6.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Are the number of pages shown? "N/A" maybe for electronic Shipper's Declaration.	8.1.6.4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Is the non-applicable aircraft type "PASSENGER AND CARGO AIRCRAFT" or "CARGO AIRCRAFT ONLY" deleted or not shown?	8.1.6.5; 8.1.2.5.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	If full name of airport or city of departure or destination airport of city are not shown; enter it.	8.1.6.6; 8.1.6.7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Is the word "RADIOACTIVE" deleted or not shown?	8.1.6.8; 8.1.2.5.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IDENTIFICATION					
8	Is the UN or ID number(s) present, preceded by prefix?	8.1.6.9.1, Step 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Is the Proper Shipping Name and the technical name in brackets for asterisked entries listed?	8.1.6.9.1, Step 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Is the class or division, and for class 1, the Compatibility Group listed?	8.1.6.9.1, Step 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Is the subsidiary risk, in brackets, immediately following Class or Division listed?	8.1.6.9.1, Step 4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Is the Packing group listed?	8.1.6.9.1, Step 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
QUANTITY AND TYPE OF PACKING					
13	Are the number and type of packages listed?	8.1.6.9.2, Step 6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	Are the quantity and unit of measure (net, or gross followed by "G", as applicable) within per package limit?	8.1.6.9.2, Step 6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	Are for class 1, the net quantity supplemented with the net explosive mass followed by the unit of measurement	8.1.6.9.2, Step 6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16	When different dangerous goods are packed in one outer packaging, the following rules are complied with:		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	- Compatible according to Table 9.3.A	Table 9.3.A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	- Conditions met for UN packages containing division 6.2	5.0.2.11 (c)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	- Wording "All packed in one (type a packaging)"	8.1.6.9.2, Step 6(f)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	- Calculation of "Q" value must not exceed 1	5.0.2.11(g)(ii); 2.7.5.6; 8.1.6.9.2, Step 6(ii)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17	Overpack		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	- Compatible according to Table 9.3.A	Table 9.3.A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	- Is wording "Overpack used" listed?	8.1.6.9.2, Step 7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	- If more than one overpack is used, are identification marks and total quantity of dangerous goods shown?	8.1.6.9.2, Step 7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PACKING INSTRUCTIONS					
18	Is the packing instruction number complied with?	8.1.6.9.3, Step 8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19	For lithium batteries in compliance with Section IB, is the packing instruction "IB" followed?	8.1.6.9.3, Step 8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AUTHORIZATIONS					
20	Confirm application of relevant special provisions if the special provision number are A1, A2, A4, A5, A51, A61, A88, A99, A130, A176, A190, A191, A201, A202, A211, A212, A224, A225, A331 or A334 used.	-8.1.6.9.4, Step 9 - EGOM 4.4.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21	If an indication is present that a governmental authorisation and/or additional approvals for other items are required, are these attached (including copies in English)?	8.1.6.9.4, Step 9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22	If applicable, is a statement that the transport is being conducted in accordance with all required military exemptions (as AMovP-6) placed on the document in the box for "Authorisation"?	AMovP-6.6; 8.1.6.9.4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ADDITIONAL HANDLING INFORMATION					
23	Is the mandatory statement for self-reactive and related substances of division 4.1 and organic peroxides of division 5.2, or samples thereof, PBE, infectious and controlled substances, viscous flammable liquids and for fireworks (UN0336 & UN0337) shown?	8.1.6.11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24	Are name of signatory and date indicated including signature of shipper?	8.1.6.13; 8.1.6.14; 8.1.6.15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25	Are amendments or alterations signed by the shipper?	8.1.2.6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26	If AMovP-6 is applicable, is the text "Military Aircraft Only, do not transport by commercial aircraft (AMovP-6)" used?	AMovP-6.6 - 8.1.6.11.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27	If AMovP-6 is applicable, and specific in case of SP 310, 358, 363, 376, A335, NP06 and NP11; is the statement prescribed by a special provision used?	AMovP-6.6 - 8.1.6.11.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>EGOM Acceptance checklists 2025 V1.0 Checklist DG &amp; ammunition</p> <p style="text-align: right;">Update: 12-11-2024</p>					



# EATC GROUND OPERATIONS DOCUMENT CATALOG

**EUROPEAN AIR TRANSPORT COMMAND**

Reference Number: 1

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**CHECKLIST DANGEROUS GOODS  
FOR A NON-RADIOACTIVE SHIPMENT and/or AMMUNITION** 2025

→ If any box is checked "NO", do not accept the shipment and give a duplicate copy of this completed form to the shipper.  
→ Attention: Dangerous goods and ammunition must be recorded on a NOTOC!

**DOCUMENTATION**

	IATA DGR	YES	NO	N/A
1 Are there two copies present of the Shipper's Declaration (in English), in the IATA format and including the air certification statement? This question may be indicated as "N/A" only when the Shipper's Declaration is submitted electronically.	8.1.1; 8.1.2; 8.1.6.12; 8.0.2.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 Are the full name and address of the shipper and consignee listed?	8.1.6.1; 8.1.6.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 If the Air Waybill number (or air cargo manifest number) is not shown, enter it.	8.1.6.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4 Are the number of pages shown? "N/A" maybe for electronic Shipper's Declaration.	8.1.6.4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5 Is the non-applicable aircraft type "PASSENGER AND CARGO AIRCRAFT" or "CARGO AIRCRAFT ONLY" deleted or not shown?	8.1.6.5; 8.1.2.5.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6 If full name of airport or city of departure and destination airport or city are not shown?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7 Is the word "RADIOACTIVE" deleted or not shown?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**IDENTIFICATION**

8 Is the UN or ID number(s) present, preceded by prefix?  
9 Is the Proper Shipping Name and the technical name in brackets for asterisked  
10 Is the class or division, and for class 1, the Compatibility Group listed?  
11 Is the subsidiary risk, in brackets, immediately following Class or Division listed?  
12 Is the Packing group listed?

**QUANTITY AND TYPE OF PACKING**

13 Are the number and type of packages listed?  
14 Are the quantity and unit of measure (net, or gross followed by "G", as applicable)  
15 Are for class 1, the net quantity supplemented with the net explosive mass followed by  
16 When different dangerous goods are packed in one outer packaging, the following:  
- Compatible according to Table 9.3.A.  
- Conditions met for UN packages containing division 6.2  
- Wording "All packed in one (type a) packaging"  
- Calculation of "Q" value must not exceed 1  
17 Overpack  
- Compatible according to Table 9.3.A.  
- Is wording "Overpack used" listed?  
- If more than one overpack is used, are identification marks and total quantity of dangerous goods shown?

**PACKING INSTRUCTIONS**

18 Is the packing instruction number complied with?  
19 For lithium batteries in compliance with Section IB, is the packing instruction "B"

**AUTHORIZATIONS**

20 Confirm application of relevant special provisions if the special provision number are A1, A69, A130, A176, A190, A191, A201, A202, A211, A212, A224, A225, A331 or A334 are  
21 If an indication is present that a governmental authorisation and/or additional approval required, are these attached (including copies in English)?  
22 If applicable, is a statement that the transport is being conducted in accordance with exemptions (as AMoVP-6) placed on the document in the box for "Authorisation"

**ADDITIONAL HANDLING INFORMATION**

23 Is the mandatory statement for self-reactive and related substances of division 5.2, or samples thereof, PBE, infectious and controlled substances, and for fireworks (UN0336 & UN0337) shown?  
24 Are name of signatory and date indicated including signature of shipper?  
25 Are amendments or alterations signed by the shipper?  
26 If AMoVP-6 is applicable, is the text "Military Aircraft Only, do not transport by commercial aircraft"  
27 If AMoVP-6 is applicable, and specific in case of SP 310, 356, 363, 376, A335, is statement prescribed by a special provision used?

EGOM Acceptance checklist 2025 V1.0  
Checklist DG & ammunition

**CHECKLIST DANGEROUS GOODS (cont')  
FOR A NON-RADIOACTIVE SHIPMENT and AMMUNITION** 2025

**PACKAGE(S) AND OVERPACKS**

	IATA DGR	YES	NO	N/A
28 Does packaging conform with packing instruction and is packaging free from damage or leakage?	9.1.3 (i); relevant PI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29 Are the same number and type of packagings and overpacks delivered as shown on DGD?	9.1.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**MARKS**

30 Are the UN specification packaging, marked according to Dangerous Goods Regulations?  
- Symbol and specification code  
- X, Y or Z meets or exceeds Packing Group/Packing Instruction requirements  
- Gross Weight within limits (Solids, Inner Packagings or IBCs [Special provision A179])  
- Are plastic drums, jerrycans and IBC's within permitted period of use  
- Infectious substance package mark  
31 Are the UN or ID number(s) present, preceded by prefix?  
32 Are the proper shipping name(s) including technical name present where required?  
33 Are the full name(s) and address(es) of shipper and consignee present?  
34 Are for consignments of more than one package of all classes (except ID 8000 and class 7) the net quantity, or gross weight followed by "G", as applicable, unless contents are identical, marked on the packages?  
35 Is for carbon dioxide, solid (dry ice), the net quantity marked on the packages?  
36 Are the name and telephone number of a responsible person for division 6.2 infectious substances shipment present?  
37 Are the special marking requirements shown for Packing Instruction 202?  
38 Are limited quantity packagings marked with required labelling?  
39 Is the environmentally Hazardous Substance mark present?  
40 Is the "Lithium battery" mark for Section IB present (if applicable)?

**LABELLING**

41 Are the label(s) identifying the primary hazard as per 4.2, Column D properly affixed?  
42 Are the label(s) identifying the subsidiary hazard as per 4.2, Column D properly affixed?  
43 Is the Cargo Aircraft Only (CAO) label present? On the same surface near the hazard label(s)?  
44 Are "orientation" labels present on two opposite sides (if applicable)?  
45 Is the "Cryogenic Liquid" label, if applicable as per 4.2, Column D present?  
46 Is the "Keep Away From Heat" label if applicable as per 4.2, Column D present?  
47 Are all required labels correctly located, affixed and all irrelevant marks and labels removed, covered or made unreadable?

**FOR OVERPACKS**

48 Are packaging marks, hazard and handling labels, as required, clearly visible or reproduced on the outside of the overpack?  
49 Is the word "Overpack" marked if all marks and labels are not visible on the packages within the overpack?  
50 If more than one overpack is used, are identification marks and total quantity of dangerous goods shown?

**GENERAL**

51 Are state and operator variations complied with?

**EXTRA HANDLING REQUIREMENTS for AMMUNITION and KRYPTO**

52 Are all packages properly closed with a transportation security seal?  
53 Is the outside of the package durably and legibly marked

**Comments**

3

If any box is checked "NO" do not accept the shipment. Only accept or refuse shipments when all items on the checklist have been checked.

**Place:** 4 **Checked by (name):** 6

**Date / Time:** 5 **Signature:** 7

EGOM Acceptance checklist 2025 V1.0  
Checklist DG & ammunition Update: 12-11-2024



## EATC GROUND OPERATIONS DOCUMENT CATALOG

Number	Item	Explanation
1.	Serial number / ATMO number	Insert a unique reference number identifying the mission conducting the transport of the manifested air cargo (preferably ATMO or other number allowing cross referencing with (national) systems able to further identify the cargo.
2.	Selection box Yes/No/NA	Mark the appropriate box. <b>If any box is checked "NO" do not accept the shipment. Only accept or refuse shipments when all items on the checklist have been checked.</b>
3.	Comments	Insert the comments if necessary. This allows clarification of specific mission/shipment details and acceptance or refusal comments
4.	Place	Insert the place where the inspection was done, can be also an ICAO code.
5.	Date/Time	Insert date and time of the check.
6.	Checked By	Insert the name of the person that performed the check
7.	Signature	Sign the document, the person who checked the DG with this checklist can be the only one that sign this checklist! <u>Note:</u> document needs to signed by the checker, Checker needs to be trained to perform the check!



# EATC GROUND OPERATIONS DOCUMENT CATALOG

## E. Vehicle checklist

**EUROPEAN AIR TRANSPORT COMMAND**

Reference Number:

**CHECKLIST VEHICLES  
( G E N E R I C S )**

- This checklist is to be used in combination with a weighing list and checklist dangerous goods (if DG shipment), where it is highly recommended to ask the shipper to prepare an International Load Summary Sheet (ILSS) for the item offered.
- Above documents are required for all vehicles offered for air transport to allow proper acceptance checks compliant to applicable regulations for transporting air cargo shipments, dangerous goods, compilation of the loadplan and proper preparation of the commodity.
- It is recommended that a dedicated driver accompanies the vehicle(s) during transport.
- If any box is checked "NO", do not accept the shipment and give a duplicate copy of this completed form to the shipper (unless special arrangements are made in advance).

Vehicle ID:

	YES	NO	N/A
<b>EXTERIOR</b>			
1 Is the vehicle clean, being free from excessive dirt and organic materials (bio-security measures / Transport Hygiene)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 Is the vehicle (including engine bay) free from fluid leaks and/or excessive residue?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 Is the attached exterior equipment acceptable for air transport?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4 Is attached exterior equipment securely restrained to the vehicle?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5 Is/are fire extinguisher(s) suitable for air transport (safety pin inserted, undamaged, charged, securely mounted)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>TECHNICAL STATE</b>			
6 Mechanical condition of the vehicle:			
Does the engine run properly to allow loading/unloading without winching/other equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the brakes operational?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7 Batteries:			
Are batteries secured to the vehicle?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are batteries free from damage/leaks? Inspect for cracks, leaks and corrosion.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are terminals, hold-downs, battery trays, connectors, and vent filler caps tightened/locked.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the battery poles/cables protected? Electrical wiring serviceable and insulated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are batteries correctly orientated (top side up)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8 Fuel tank:			
Is the fuel tank level as required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are fuel tank caps installed (unlocked or key available)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9 Are tie-down points available and serviceable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10 Is the tire pressure within tolerance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>INTERNAL / LOADS</b>			
11 Is the accompanying load/equipment in the vehicle within the maximum capacity rated to the vehicle?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12 Is the accompanying load/equipment securely restrained to the vehicle (tools, tires, boxes, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13 Are dangerous goods (DG) items belonging to standard vehicle equipment properly declared and documented?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14 Are all items carried on/in the vehicle recorded on a vehicle loading list?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15 Jerry can(s):			
Do spare jerry cans contain not more than the allowed capacity?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are jerry cans free from damage/leaks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the caps of jerry cans closed, sealed or open (as applicable)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>GROUND HANDLERS INFORMATION:</b>			
16 Are Electrical switches in the OFF position	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17 Is shoring available (if required rolling, parking, sleeper and/or approach shoring)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18 Is a key and/or keys available for the vehicle?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19 If the vehicle needs a special driving permit, is a dedicated driver available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments			
Checked by (name)			
Place	Signature: 		
Date:	Time:		

EGOM Acceptance checklists 2024 V2.0  
Checklist Vehicles
EATC
Update: 01-10-2023



# EATC GROUND OPERATIONS DOCUMENT CATALOG

## F. Radioactive Shipment checklist

EUROPEAN AIR TRANSPORT COMMAND				
Reference Number: <input type="text"/>				
<b>CHECKLIST DANGEROUS GOODS FOR A RADIOACTIVE SHIPMENT</b>				<b>2025</b>
<p>→ If any box is checked "NO", do not accept the shipment and give a duplicate copy of this completed form to the shipper.</p> <p>→ Attention: Dangerous goods <u>must</u> be recorded on a NOTOC!</p>				
DOCUMENTATION				
	IATA DGR	YES	NO	N/A
1 Are there two copies present of the Shippers Declaration (in English), in the IATA format and including the air certification statement? This question may be indicated as "N/A" only when the Shipper's Declaration is submitted electronically.	10.8.1.2, 10.8.1.4, 8.1.1, 10.8.3.12.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 Are the full name and address of the shipper and consignee listed?	10.8.3.1, 10.8.3.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 If the Air WayBill number (or air cargo manifest number) is not shown, enter it.	10.8.3.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4 Are the number of pages shown? "N/A" maybe for electronic Shipper's Declaration.	10.8.3.4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5 Is the non-applicable aircraft type "PASSENGER AND CARGO AIRCRAFT" or "CARGO AIRCRAFT ONLY" deleted or not shown?	10.8.3.5, 10.8.1.6.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6 If full name of airport or city of departure or destination airport of city are not show information is optional.				
7 Is the word "NON-RADIOACTIVE" deleted or not shown?				
IDENTIFICATION				
8 Is the UN number present, preceded by prefix "UN"?				
9 Is the Proper Shipping Name listed and where Special Provision A78 applies, the information is in brackets.				
10 Is the class 7 listed?				
11 Subsidiary hazard, in brackets, immediately following Class and Packing Group if required for Subsidiary hazard.				
QUANTITY AND TYPE OF PACKING				
12 Name or Symbol of Radionuclide(s).				
13 A description of the physical and chemical form if in other form.				
14 "Special Form" (not required for UN 3332 or UN 3333) or low dispersible material				
15 The number and type of packages and the activity in becquerel or multiples there Fissile Material the total weight in grams or kilograms of fissile material may be shown				
16 For different individual radionuclides, the activity of each radionuclide and the weight "All packed in one".				
17 Activity within limits for Type A packages (Table 10.3.A), Type B, or Type C (see attached competent authority certificate).				
18 Words "Overpack Used" shown on the DGD.				
PACKING INSTRUCTIONS				
19 Category of package(s) or overpack.				
20 Transport Index and dimensions (preferably in sequence Length x Width x Height for Category II and Category III only)				
21 For Fissile Material the Criticality Safety Index (with, in addition and if applicable) paragraphs 10.6.2.8.1.3 (a) to (c) or 10.6.2.8.1.4), or the words "Fissile Excepted"				
AUTHORIZATIONS				
22 Identification marks shown and a copy of the document in English attached to DGD - Special Form approval certificate - Type B package design approval certificate - Other approval certificates as required				
23 For radionuclides not listed in 10.3.A, the type of radiation and use of Table 10.3				
ADDITIONAL HANDLING INFORMATION				
24 Additional handling information present?				
25 Are name of signatory and date indicated including signature of shipper?				
26 Are amendments or alterations signed by the shipper?				
EGOM Acceptance checklists 2025 V1.0 Checklist Radioactive				



### CHECKLIST DANGEROUS GOODS (cont') FOR A RADIOACTIVE SHIPMENT

**2025**

AIR WAYBILL--HANDLING INFORMATION				
	IATA DGR	YES	NO	N/A
27 The statement: "Dangerous goods as per associated Shippers Declaration" or "Dangerous Goods as per associated DGD"	10.8.8.1(a)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28 "Cargo Aircraft Only" or CAO, if applicable	10.8.8.1(b)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29 Where non-dangerous goods are included, the number of pieces of dangerous goods shown	10.8.8.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PACKAGE(S) AND OVERPACKS				
30 Does packaging has an unbroken transportation seal and is package in proper condition for carriage?				
31 Are the same number and type of packagings and overpacks delivered as shown on DGD?				
MARKS				
32 UN number(s) present, preceded by prefix?				
33 Are the proper shipping name(s) and where SP A78 applies, the supplementary information in brackets present?				
34 Are the full name(s) and address(es) of shipper and consignee present?				
35 Is the permissible gross weight if the gross weight of the package exceeds 50 kg present?				
36 Are type A packages marked				
37 Are type B packages marked				
38 Are type C packages, Industrial Packages and packages containing Fissile material marked				
LABELLING				
39 Are same category labels as per DGD affixed to two opposite sides of the package present? ~ Symbol of radionuclide or LSA/SCO indicated as required ~ Activity in Bq (or multiples thereof), For fissile material, the total mass in grams may be used instead ~ For category II & III, same TI as per DGD, rounded-up to one decimal place.				
40 Applicable label(s) identifying the subsidiary hazard				
41 Are the two Cargo Aircraft Only (CAO) labels present? (If Required) on the same surface near the hazard labels present				
42 For fissile materials, two correctly completed Criticality Safety Index (CSI) labels on the same surface as the hazard labels				
43 All labels correctly located, affixed and irrelevant marks and labels removed or obliterated				
FOR OVERPACKS				
44 Are packaging markings, hazard and handling labels, as required, clearly visible or reproduced on the outside of the overpack?				
45 Is the word "overpack" marked if all markings and labels are not visible?				
46 If more than one overpack is used, are identification marks shown?				
47 Hazard labels reflect total content(s) and activity of each individual radionuclide and TI for the overpack?				
GENERAL				
48 Are state and operator variations complied with?				
49 Packages containing Carbon dioxide solid (dry ice), the marking, labelling and documentary requirements complied with				
EGOM Acceptance checklists 2025 V1.0 Checklist Radioactive				

If any box is checked "NO" do not accept the shipment. Only accept or refuse shipments when all items on the checklist have been checked.

Place:	Checked by (name):
Date / Time:	Signature:





# EATC GROUND OPERATIONS DOCUMENT CATALOG

## G. Weapons and UN2911 checklist

**EUROPEAN AIR TRANSPORT COMMAND**

Reference Number:

<b>CHECKLIST WEAPONS and/or RADIOACTIVE SHIPMENTS UN 2911 EXCEPTED PACKAGES</b>	<b>2025</b>
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→ If one of the questions is answered with "NO", do not accept the shipment and give a duplicate copy of this completed form to the shipper.

→ A shipment with UN 2911 does not need to be accompanied by special documentation. Categorisation and hazard labels are not required.

→ Attention: following text must be placed on the air cargo manifest if hazardous cargo UN 2911 is shipped:  
 " UN2911 Radioactive material, excepted package - instruments " or;  
 " UN2911 Radioactive material, excepted package - articles "

→ Attention: Shipments UN 2911 Excepted packages are not required to be recorded on the NOTOC!

**GENERAL**

PACKAGING	EGOM	YES	NO	N/A
1 Are the full name and address of the consigner (shipper) present?		<input type="checkbox"/>	<input type="checkbox"/>	
2 Are the full name and address of the receiver (consignee) present?		<input type="checkbox"/>	<input type="checkbox"/>	

**WEAPONS**

PACKAGING	EGOM	YES	NO	N/A
3 Are lists with weapon numbers recorded present? 1* attached to outside Box, 1* for the shipper, 1* for the recipient	4.4.7	<input type="checkbox"/>	<input type="checkbox"/>	
4 Are the packages offered for transport closed and sealed?	4.4.7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**UN 2911 EXCEPTED PACKAGES**

PACKAGING	EGOM	YES	NO	N/A
5 Is the Proper Shipping Name present? (think of technical name [!])	4.4.7.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6 Is the label "UN 2911 excepted packages" affixed on all packages?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7 If a package weighs more than 50 kilograms, is this stated?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8 If dry ice is used as coolant, is the net quantity of dry ice listed?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9 Are packages free of damage/leakage and in a proper condition for carriage?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10 Are all irrelevant marks and labels removed, covered or made unreadable?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*Note: Special provision A130 may apply, covering situations where UN2911 meets the definitions and criteria of other DG classes or divisions.*

Remarks / particularities

Checker (name / paraph)

Date

GOM Acceptance checklists 2025  
V3.0 checklist Weapons & UN2911
EATC
Update: 01-10-2024



# EATC GROUND OPERATIONS DOCUMENT CATALOG

## H. Perishables / Food Products checklist

EUROPEAN AIR TRANSPORT COMMAND

Reference Number: \_\_\_\_\_

**CHECKLIST PERISHABLES / FOOD PRODUCTS**

This checklist should be used for perishables / food products that are temperature sensitive, loose their quality or must be considered lost caused by decay, if during handling and transport no special treatment is provided (e.g. cold chain products).

→ If one of the questions is answered with "NO", do not accept the shipment and give a duplicate copy of this completed form to the shipper.

→ Attention: Perishables must be recorded on a NOTOC!

DATE OF DELIVERY \_\_\_\_\_ TIME DELIVERY \_\_\_\_\_

MISSION ORDER (ATMO) \_\_\_\_\_ ESTIMATED DATE/TIME DEPARTURE \_\_\_\_\_

TOLERANCE ZONE \_\_\_\_\_ °C

COOLED  → OWN POWER SUPPLY →  Yes  No # "yes", connect to power source after intake inspection. # "No", place shipment in refrigerator or freezer (as required) after intake inspection.

FROOZEN  → OWN POWER SUPPLY →  Yes  No

**PACKAGING**

	YES	NO	N/A
1 Are the name and full address of the consigner (shipper) present?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 Are the name and full address of the receiver (consignee) present?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 Is there a "Time and temperature sensitive" label affixed to the package(s)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4 Is there a "perishable cargo" label affixed to the package(s)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5 Are packages free from damage, leakage and in a proper condition for carriage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6 Are all irrelevant marks and labels removed or obliterated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7 Are the goods meeting the quality requirements regarding the expiry date (Shelf life date)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8 Has been verified that the shipment is not subject to decay or rot (in terms of smell and odour)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**DOCUMENTATION**

9 Are the required documents for import and export present (customs, health certificate, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10 Are documents or logbooks present in which the requirements in respect of temperature are recorded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**TEMPERATURE AND CONTROL REQUIREMENTS (FOR COOLED STORAGE)**

1 Is the conditioned storage operational and is the operating temperature required for cooled reached?

2 Is the storage location clean, free from damage and are door seals (if present) in good condition?

DATE OF ENTRY	TIME (local/Zulu)	ENVIRONMENT		TEMP. °C	PARAPH
		COOL	FREEZE		
1		<input type="checkbox"/>	<input type="checkbox"/>		
2		<input type="checkbox"/>	<input type="checkbox"/>		
3		<input type="checkbox"/>	<input type="checkbox"/>		
4		<input type="checkbox"/>	<input type="checkbox"/>		
5		<input type="checkbox"/>	<input type="checkbox"/>		
6		<input type="checkbox"/>	<input type="checkbox"/>		
7		<input type="checkbox"/>	<input type="checkbox"/>		
8		<input type="checkbox"/>	<input type="checkbox"/>		
9		<input type="checkbox"/>	<input type="checkbox"/>		

**TEMPERATURE RECORDING FOR COLD CHAIN PRODUCTS** (use checklist perishables/food products and additional lists if required)

A complete filled copy of this checklist or other temperature control documentation must be archived to allow (legal) research and traceability when a shipment is considered not longer useable based on loss of quality or decay during transport.

A station (en route) must be able to present documentation on the handling of cold chain products to dedicated (national) authorities in respect of (legal) investigations.

**FREIGHT CONSOLIDATION (REPACKAGING)**

1 Is the ULD (R/N) operational and is the operating temperature for cooled or frozen products reached?

2 Is the ULD (R/N) clean, free from damage and are door seals (if present) in good condition?

DATE OUT	TIME (local/Zulu)	ENVIRONMENT		TEMP. °C	PARAPH	REMARKS
		COOL	FREEZE			
22		<input type="checkbox"/>	<input type="checkbox"/>			

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Checklist perishables

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**CHECKLIST PERISHABLES / FOOD PRODUCTS (cont')**

10		<input type="checkbox"/>	<input type="checkbox"/>			
11		<input type="checkbox"/>	<input type="checkbox"/>			
12		<input type="checkbox"/>	<input type="checkbox"/>			
13		<input type="checkbox"/>	<input type="checkbox"/>			
14		<input type="checkbox"/>	<input type="checkbox"/>			

**CHECKLIST PERISHABLES / FOOD PRODUCTS (cont')**

DATE INSPECTION	TIME (local/Zulu)	ENVIRONMENT		TEMP. °C	PARAPH	REMARKS
		COOL	FREEZE			
15		<input type="checkbox"/>	<input type="checkbox"/>			
16		<input type="checkbox"/>	<input type="checkbox"/>			
17		<input type="checkbox"/>	<input type="checkbox"/>			
18		<input type="checkbox"/>	<input type="checkbox"/>			
19		<input type="checkbox"/>	<input type="checkbox"/>			
20		<input type="checkbox"/>	<input type="checkbox"/>			
21		<input type="checkbox"/>	<input type="checkbox"/>			

**FREIGHT CONSOLIDATION (REPACKAGING)**

1 Is the ULD (R/N) operational and is the operating temperature for cooled or frozen products reached?

2 Is the ULD (R/N) clean, free from damage and are door seals (if present) in good condition?

DATE OUT	TIME (local/Zulu)	ENVIRONMENT		TEMP. °C	PARAPH	REMARKS
		COOL	FREEZE			
22		<input type="checkbox"/>	<input type="checkbox"/>			

**TEMPERATURE RECORDING FOR COLD CHAIN PRODUCTS** (use checklist perishables/food products and additional lists if required)

A complete filled copy of this checklist or other temperature control documentation must be archived to allow (legal) research and traceability when a shipment is considered not longer useable based on loss of quality or decay during transport.

A station (en route) must be able to present documentation on the handling of cold chain products to dedicated (national) authorities in respect of (legal) investigations.

Remarks / particularities

Checker (name / paraph) \_\_\_\_\_ Date \_\_\_\_\_

EGOM Acceptance checklists 2024 V2.0  
Checklist perishables

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Update: 01-10-2023



# EATC GROUND OPERATIONS DOCUMENT CATALOG

## I. Medicines and Blood checklist

EUROPEAN AIR TRANSPORT COMMAND

Reference Number: \_\_\_\_\_

**CHECKLIST MEDICINES AND BLOOD PRODUCTS**

This checklist should be used for medicines and blood products that are temperature sensitive, loose their quality or must be considered lost caused by decay, if during handling and transport no special treatment is provided (e.g. cold chain products).

If one of the questions is answered with "NO", do not accept the shipment and give a duplicate copy of this completed form to the shipper.

**Attention:** Opium act articles must be protected against interference by unauthorized persons and special rules apply to any (temporarily) storage.

**Attention:** Medicines and blood products **must** be recorded on a NOTOC!

DATE DELIVERY \_\_\_\_\_ TIME DELIVERY \_\_\_\_\_

MISSION ORDER (ATMO) \_\_\_\_\_ ESTIMATED DATE/TIME DEPARTURE \_\_\_\_\_

ROOM TEMPERATURE  TOLERANCE ZONE \_\_\_\_\_ °C

COOLED  OWN POWER SUPPLY   Yes No  
If "yes", connect to power source after install inspection. If "no", place shipment in refrigerator or freezer (as required) after install inspection.

FROZEN  OWN POWER SUPPLY

	YES	NO	N/A
1 Are the name and full address of the consigner (shipper) present?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 Are the name and full address of the receiver (consignee) present?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 Is there a "Time and temperature sensitive" label affixed to the package(s)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4 Is the temperature range recorded on the "Time and temperature" label?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5 Are packages free from damage, leakage and in a proper condition for carriage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6 Are all irrelevant marks and labels removed or obliterated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**DOCUMENTATION**

7 Are documents or logbooks present in which the requirements in respect of temperature are recorded?

8 If Opium Act articles are shipped, is documentation present in which transport/transfer are recorded?

**TEMPERATURE AND CONTROL REQUIREMENTS (FOR CONDITIONED STORAGE)**

1 Is the conditioned storage operational and is the operating temperature required for cooled or frozen products?

2 Does the storage meet the requirements regarding the tolerance values indicated for room temperature?

3 Is the storage location clean, free from damage and are door seals (if present) in good condition?

DATE OF ENTRY	TIME (local/Zulu)	ENVIRONMENT		TEMP. °C	PARAPH	R
		COOL	FREEZE			
1		<input type="checkbox"/>	<input type="checkbox"/>			

DATE INSPECTION	TIME (local/Zulu)	ENVIRONMENT		TEMP. °C	PARAPH	R
		COOL	FREEZE			
2		<input type="checkbox"/>	<input type="checkbox"/>			
3		<input type="checkbox"/>	<input type="checkbox"/>			
4		<input type="checkbox"/>	<input type="checkbox"/>			
5		<input type="checkbox"/>	<input type="checkbox"/>			
6		<input type="checkbox"/>	<input type="checkbox"/>			
7		<input type="checkbox"/>	<input type="checkbox"/>			

**FREIGHT CONSOLIDATION (REPACKAGING) OR SEPARATION OF POWERSOURCE**

1 Is the ULD (RKN) operational and is the operating temperature for cooled or frozen products maintained?

2 Is the ULD (RKN) clean, free from damage and are door seals (if present) in good condition?

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Checklist medicine & blood

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**CHECKLIST MEDICINES AND BLOOD PRODUCTS (cont')**

**FREIGHT CONSOLIDATION (REPACKAGING) OR SEPARATION OF POWERSOURCE**

DATE OUT	TIME (local/Zulu)	ENVIRONMENT		TEMP. °C	PARAPH	REMARKS
		COOL	FREEZE			
8		<input type="checkbox"/>	<input type="checkbox"/>			

**TEMPERATURE RECORDING FOR COLD CHAIN PRODUCTS** (use checklist medicines and blood products/additional lists if required)

A complete filled copy of this checklist or other temperature control documentation must be archived to allow (legal) research and traceability when a shipment is considered not longer useable based on loss of quality or decay during transport.

A station (en route) must be able to present documentation on the handling of cold chain products to dedicated (national) authorities in respect of (legal) investigations.

Remarks / particularities

Checker (name / paraph) \_\_\_\_\_ Date \_\_\_\_\_

If a shipment contains Opium Act articles and no conditioned storage (cooled/frozen) is required, the packages need to be stored in a secure location. Any used storage must prevent interference/manipulation by unauthorized persons. As minimum requirement use of a locked box or cabinet that cannot be carried easily is mandatory. Non compliance can constitute a legal offence.

In addition to the air cargo manifest and NOTOC, preparation and use of other legal documentation (e.g. travel document) is often a mandatory requirement.

EIGOM Acceptance checklists 2024 V2.0  
Checklist medicine & blood

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Update: 01-10-2023



# EATC GROUND OPERATIONS DOCUMENT CATALOG

## J. Dry-Ice checklist

EUROPEAN AIR TRANSPORT COMMAND

Reference Number:

**CHECKLIST DRY ICE  
(CARBON DIOXIDE, SOLID)**
2025

→ Use this checklist only if a Shipper's declaration for Dangerous Goods is not required  
 → A checklist is required for all shipments of dangerous goods (9.1.4) to enable proper acceptance checks to be made. This checklist is provided to assist shippers and carriers with the acceptance of dry ice when packed on its own or with non-dangerous goods.  
 → If any box is checked "NO", do not accept the shipment and give a duplicate copy of this completed form to the shipper.

**DOCUMENTATION** (Airway bill or other shipping papers) contain following information in the "Nature and quantity of goods" box

	IATA DGR	YES	NO	N/A
1 Is the UN number "1845", preceded by the prefix "UN"?	8.2.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 Are the words "Carbon dioxide, solid" or "Dry ice" present?	8.2.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 Are the number of packages dry ice offered for transport listed on the documentation?	8.2.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4 Is the net weight of dry ice in kilograms recorded/present?	8.2.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*Note: The following questions do not apply where the dry ice, or packages containing dry ice, is offered in a ULD.*

**QUANTITY**

5 Is the quantity of dry ice per package 200 kilogram or less?	4.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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**PACKAGES AND OVERPACKS**

6 Is the number of packages containing dry ice delivered as shown on the Air Waybill (or other shipping papers)?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7 Are packages free of damage, leakage and in a proper condition for carriage?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8 Does the package conform with Packing Instruction 954 and is the package vented to permit the release of gas?	PI 954	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**MARKS & LABELS**

9 Is the UN number "1845", preceded by the prefix "UN" and marked?	7.1.4.1(a)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10 Are the words "Carbon dioxide, solid" or "Dry ice" present?	7.1.4.1(a)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11 Are the full name and address of the shipper and consignee present?	7.1.4.1(b)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12 Is the net quantity of dry ice within each package present?	7.1.4.1(d)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13 Is the class 9 label affixed?	7.3.3.9, 7.3.8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14 Are all irrelevant marks and labels removed, covered or made unreadable?	7.1.1(b); 7.2.1(a)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*Note: The name and address of the shipper and consignee marked on the package may differ from that on the AWB.*

**FOR OVERPACKS**

15 Do packages use markings and hazard and handling labels as required and are these clearly visible or reproduced on the outside of the overpack?	7.1.7.1; 7.2.7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16 Is the word "Overpack" marked if markings and labels are not visible?	7.1.7.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17 Is the total net quantity of carbon dioxide, solid (dry ice) recorded/presented on the overpack?	7.1.7.1.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*Note: The marking and labelling requirement do not apply to ULDs containing dry ice.*

**STATE AND OPERATOR VARIATIONS**

18 Are state and operator variations complied with?	2.8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Comments

Checked by (name)

Place

Date:

Signature:

Time:

EGOM Acceptance checklists 2025 V1.0  
Checklist Dry Ice
EATC
Update: 12-11-2024



# EATC GROUND OPERATIONS DOCUMENT CATALOG

## K. Live Animals checklist

EUROPEAN AIR TRANSPORT COMMAND

Reference Number:

**CHECKLIST LIVE ANIMALS**

→ If one of the questions is answered with "NO", do not accept the shipment and give a duplicate copy of this completed form to the shipper.  
 → A shippers certification for live animals is required to accompany the shipment.  
 → Live animals must be recorded on a NOTOC!

GENERIC	YES	NO	N / A
1 Has the animal eaten solid food 6 hours prior to the start of the flight?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 Is the animal 8 weeks of age or older?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 Are the leash and collar of the animal removed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4 Is checked if the animal can be imported into the country of destination (considering quarantine rules)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**DOCUMENTATION**

5 Is a health certificate for the animal present in twofold?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6 Is the health certificate not older than 10 days?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7 Is it stated which vaccinations the animal had?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8 Is the animal not vaccinated against Rabies earlier than 1 month or longer than 9 months?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9 Is the address of the shipper stated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10 Is the document signed and stamped by a certified veterinarian?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11 Is the shipper's certification for live animals completely filled and present in duplicate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12 Correspond the description and amount of animals to what is stated on the shipper's certification?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**KENNEL**

13 Is the kennel large enough for the animal to turn around and stand?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14 Is the construction strong enough for transportation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15 Is there sufficient ventilation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16 Are there suitable food and water facilities, with a sufficient supply of both, firmly attached to the kennel and are these accessible from the outside?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17 Is an amount of food and instructions for food and watering attached on the outside of the kennel?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18 If it is required that the animal(s) must be fed/watered enroute, have arrangements been made with the shipper with the carrier?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19 Is the kennel clean, free of leaks and escape proof?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20 Is the kennel tightly closed but not locked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21 Is there sufficient absorption material on the bottom of the kennel? <small>Note: Straw should not be used as absorbent material, as some nations prohibit the importation of straw.</small>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22 Does the kennel contain adequate handholds/lifting devices to facilitate handling and prevent handlers from coming into close proximity of the animal.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23 There should be no leashes and collars left in the kennel. Is this condition met?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**MARKING AND LABELLING**

23 Is the kennel clearly marked with the name and full address of the consigner (shipper)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24 Is the kennel clearly marked with the name and full address of the receiver (consignee)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25 Is the name of the animal clearly marked on the kennel?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26 Is there a "Live Animal" label affixed to the kennel and is this completed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27 Is there a handling label "This way up" affixed to the kennel at least to two opposite sides?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28 If the animal is anesthetized; is the time, type, dosage and duration of anaesthesia recorded on the kennel?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29 Are their eating and drinking instructions attached on the kennel?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

EGOM Acceptance checklists 2024 V2.0  
Checklist Live animals

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**CHECKLIST LIVE ANIMALS (cont')**

→ It is recommended to walk with the animal just before loading to allow it to urinate or defecate prior to departure.

Remarks / particularities

Checker (name / paragraph)	Date
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

EGOM Acceptance checklists 2024 V2.0  
Checklist Live animals

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Update: 01-10-2023




# EATC GROUND OPERATIONS DOCUMENT CATALOG

## L. Mail checklist

EUROPEAN AIR TRANSPORT COMMAND

Reference Number: \_\_\_\_\_



**CHECKLIST (FIELD) MAIL**

→ If one of the questions is answered with "NO", do not accept the shipment and give a duplicate copy of this completed form to the shipper.  
 → The shipment does not need to be accompanied by special documentation.  
 → Sealed postal packages (e.g. parcels, bags, envelopes, transport boxes) shall not be opened.  
 → Mail shipments (field mail) are only to be accepted for air transport when offered by dedicated Armed Forces Postal Services and compliant to the respective (military) regulations

CONSIGNER / SHIPPER		YES	NO	N / A
1	Is the shipment of mail offered by a reorganized organization (postal office or ground handling organization)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**TRANSPORT DOCUMENTATION**

2	Is the documentation complete and correctly filled and in accordance with the amount of packages offered for air transport?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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**PACKAGES**

3	Is the name/details of the receiving agency or postal office affixed to all packages?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Are all (other) required markings and labelling affixed to the packages/shipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Is the quality of all packages (e.g. parcels, bags, transport boxes, etc.) in order and are they undamaged?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Are all the packages (bags or overpacks) properly closed and fitted with a seal?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Is the consignment examined by the sender/shipper using X-ray?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

→ As smallest package mailbags are accepted  
 → Mail must be treated with high priority  
 → Mail must be protected against unauthorized access  
 → When the shipment is refused or transportation is suspended, the sender/shipper needs to be informed through the National Movement and Transportation Coordination Centre (NMTCC)  
 → The sender/shipper needs to be informed through the National Movement and Transportation Coordination Centre (NMTCC) in case of delay or cancellation of the flight

Remarks / particularities

Checker (name / paraph) \_\_\_\_\_ Date \_\_\_\_\_

EGOM Acceptance checklists 2024 V2.0  
Checklist (field) Mail

EATC

Update: 01-10-2023



# EATC GROUND OPERATIONS DOCUMENT CATALOG

## M. Company-Mail checklist

**EUROPEAN AIR TRANSPORT COMMAND**

Reference Number :

<b>CHECKLIST COMPANY MAIL</b>	<b>2025</b>
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→ If any box is checked "NO", do not accept the shipment and give a duplicate of this completed form to the shipper.  
 → Manufactured products in their original packaging are not considered powder.

**GENERAL**

PACKAGING	YES	NO	N/A
1 Are the full name and telephone number of the consigner (shipper) present?	<input type="checkbox"/>	<input type="checkbox"/>	
2 Shipper name:	<input type="checkbox"/>	<input type="checkbox"/>	
3 Shipper telephone:	<input type="checkbox"/>	<input type="checkbox"/>	
4 Are the full name and address of the receiver (consignee) present?	<input type="checkbox"/>	<input type="checkbox"/>	

PACKAGE	YES	NO	N/A
1 Are the maximum packaging dimensions 30x30x30 cm?	<input type="checkbox"/>	<input type="checkbox"/>	
2 Is the maximum weight of the package 5 kg?	<input type="checkbox"/>	<input type="checkbox"/>	

CONTENTS	YES	NO	N/A
1 Is the package free of Dangerous Goods? (e.g. Lithium batteries, inflammable material, explosives)	<input type="checkbox"/>	<input type="checkbox"/>	
2 Is the package free of sand or powder?	<input type="checkbox"/>	<input type="checkbox"/>	
3 Is the package free of alcoholic beverages?	<input type="checkbox"/>	<input type="checkbox"/>	
4 Is the package free of cultural heritage?	<input type="checkbox"/>	<input type="checkbox"/>	

Remarks / particularities

GOM Acceptance checklists 2025  
 V3.0 checklist Company Mail

EATC

Update: 01-10-2024



# EATC GROUND OPERATIONS DOCUMENT CATALOG

## N. Mechanical Apparatus checklist

EUROPEAN AIR TRANSPORT COMMAND

Reference Number:

**CHECKLIST MECHANICAL APPARATUS**  
 items such as chainsaws, duct-type heaters, outboard engines, generators

→ This checklist is to be used in combination with a checklist dangerous goods (if DG shipment)  
 → Above documents are required for all Mechanical apparatus offered for air transport to allow proper acceptance checks compliant to applicable regulations for transporting air cargo shipments, dangerous goods, compilation of the loadplan and proper preparation of the commodity.  
 → If any box is checked "NO", do not accept the shipment and give a duplicate copy of this completed form to the shipper (unless special arrangements are made in advance).

Equipment ID:

EXTERIOR	YES	NO	N/A
1   Is the mechanical apparatus clean, being free from excessive dirt and organic materials (bio-security measures / Transport Hygiene)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2   Is the mechanical apparatus free from fluid leaks and/or excessive residue?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

TECHNICAL STATE	YES	NO	N/A
6 Mechanical condition of the mechanical apparatus:			
Is the shipping container closed and secured, meets required ISO standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are filler caps installed and tightened. (Also check hydraulic tank, pump lines, quick disconnects)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the equipment not leaking and free from obvious damage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7 Battery:			
Are batteries secured to the mechanical apparatus?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are batteries free from damage/leaks? Inspect for cracks, leaks and corrosion.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are hold-downs, battery trays, connectors, and vent filler caps tightened/locked.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the battery poles/cables protected? Electrical wiring serviceable and insulated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are batteries correctly orientated (top side up)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8 Fuel tank:			
Is the fuel tank level as required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are fuel tank caps / filler caps installed (unlocked or key available)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are fuel lines checked for leaks (including pump, filter, carburettor...).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the equipment drained and purged	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Dangerous Goods	YES	NO	N/A
11   Are dangerous goods (DG) items belonging to the equipment properly declared and documented?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12   Is the "Drained and Purged" declaration available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

OTHER	YES	NO	N/A
16   Are electrical switches in the OFF position	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
* equipment fitted with interconnected fuel tanks with or without a cross-feed shut-off between tanks shall be prepared in accordance with this checklist.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments

Checked by (name)

Place

Signature:

Date:

Time:

EGOM Acceptance checklists 2025 V3.0  
 Checklist apparatus EATC Update: 01-10-2024





# EATC GROUND OPERATIONS DOCUMENT CATALOG

## O. Vehicle Weighing List 2 axes

### VEHICLE WEIGHING LIST 2 AXLES

HANDLING UNIT:		
LOCATION:		
DATE:		
MISSION NUMBER		
DATE OF DEPARTURE		
VEHICLE REGISTRATION		
REFERENCE NUMBER		
FUEL TYPE* + LEVEL:	DIESEL (≤ 75%) / PETROL (≤ 25%)	LEVEL: %
REMARKS		
DRAWN UP BY		

(\* = mark / delete what is NOT applicable)

**CG MUST BE CLEARLY MARKED ON BOTH SIDES OF THE VEHICLE**

WEIGHTS		
FRONT AXLE (W1)		kg / lbs *
REAR AXLE (W2)		kg / lbs *
TOTAL WEIGHT (W = W1 + W2)		kg / lbs *
CG CALCULATION	$CG = \frac{WB \times W2}{W}$	

DIMENSIONS		
TOTAL VEHICLE LENGTH (TVL)		cm / Inch *
MAX VEHICLE HEIGHT		cm / Inch *
WHEELBASE (WB)		cm / Inch *
FWD RUNNING LOAD (L1)		cm / Inch *
AFT RUNNING LOAD (L2)		cm / Inch *

TIRE PRESSURE	FL:	FR:	RL:	RR:	BAR / PSI *

DISTANCE (X) BETWEEN FRONT AXLE AND CG		cm / Inch *
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**A COPY OF THIS DOCUMENT MUST BE ATTACHED CLEARLY VISIBLE ON THE VEHICLE (WINDSCREEN / SUNVISOR)**

Update: 2024

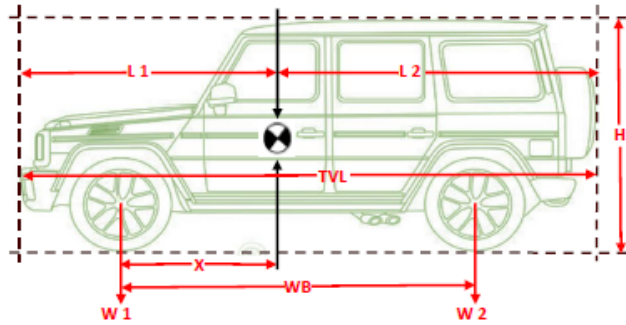


# EATC GROUND OPERATIONS DOCUMENT CATALOG

## VEHICLE WEIGHING LIST 2 AXLES

European Air Transport Command

HANDLING UNIT:	1	
LOCATION:	2	
DATE:	3	
MISSION NUMBER	4	
DATE OF DEPARTURE	5	
VEHICLE REGISTRATION	6	
REFERENCE NUMBER	7	
FUEL TYPE* + LEVEL:	DIESEL (≤75%) / PETROL (≤25%)	LEVEL: 8 %
REMARKS	9	
DRAWN UP BY	10	



CG MUST BE CLEARLY MARKED ON BOTH SIDES OF THE VEHICLE

(\* = mark / delete what is NOT applicable)

WEIGHTS		
FRONT AXLE (W1)	11	kg / lbs *
REAR AXLE (W2)	12	kg / lbs *
TOTAL WEIGHT (W = W1 + W2)	13	kg / lbs *
CG CALCULATION	20	$CG = \frac{WB \times W2}{W}$

DIMENSIONS		
TOTAL VEHICLE LENGTH (TVL)	15	cm / Inch *
MAX VEHICLE HEIGHT	16	cm / Inch *
WHEELBASE (WB)	17	cm / Inch *
FWD RUNNING LOAD (L1)	18	cm / Inch *
AFT RUNNING LOAD (L2)	19	cm / Inch *

TIRE PRESSURE	FL: 14	FR: 14	RL: 14	RR: 14	BAR / PSI *

DISTANCE (X) BETWEEN FRONT AXLE AND CG	21	cm / Inch *
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A COPY OF THIS DOCUMENT MUST BE ATTACHED CLEARLY VISIBLE ON THE VEHICLE (WINDSCREEN / SUNVISOR)

Update: 2024



## EATC GROUND OPERATIONS DOCUMENT CATALOG

Nr.	Item	Explanation
1.	Handling unit	Insert the ground handling organization or similar body on whose authority the weighing list is drawn-up. <i>Example: Air Terminal Melsbroek</i>
2.	Location	Insert the location of the handling unit.
3.	Date	Insert the date of the preparation of the weighing list (format dd-mm-yyyy).
4.	Mission number	Insert the mission number (preferably the ATMO or applicable national mission number).
5.	Date of departure	Insert the departure date of the mission (format dd-mm-yyyy).
6.	Vehicle registration	Insert the licence plate number of the vehicle (if not present; other unique identification code).
7.	Reference number	Insert a reference number that relates to the cargo manifest such as a serial shipping container code (SSCC), bill of lading, voucher or similar national document/bar code system.
8.	Fuel type + level	Cross out the fuel type that is not contained in the fuel tank (either diesel or gasoline).
9.	Remarks	Insert special remarks such as special driver permit required, vehicle not able to drive, no brakes, needs winching, etc.
10.	Drawn up by	Insert the name of the person responsible producing this document, the calculation and presenting the required information of the centre of gravity (CG) and axle weights.
11.	Weight front axle	Insert the checked weight of the front axle (W1) by using calibrated weighing scales in either kg or lbs.
12.	Weight rear axle	Insert the checked weight of the rear axle (W2) by using calibrated weighing scales in either kg or lbs.
13.	Total weight	Insert the total weight of the vehicle by adding the weight of the front and rear axle (W1 + W2).
14.	Tire pressure	Insert the actual tire pressure in either bar or PSI.
15.	Total vehicle length	Insert the total vehicle length in either cm or inches.
16.	Max vehicle height	Insert the maximal vehicle height in either cm or inches.
17.	Wheelbase	Insert the measured distance between the centre of the axles of the vehicle in either cm or inches.
18.	FWD running load	Insert the measured distance between the centre of the axles of the vehicle.
19.	AFT running load	Insert the after running load (L2).
20.	Centre of gravity	<p><b><i>The center of gravity (CG) can be calculated based on the formula listed on the document.</i></b>  <b><math>CG = (WB \times W2)</math></b>  <b><i>W</i></b>  <b><i>The CG is calculated by taking the value of the wheelbase (WB) multiplied with the weight of the rear</i></b>  <b><i>axle (W2) divided by the total weight (W). The distance found (X) indicates the position of the</i></b>  <b><i>center</i></b>  <b><i>of gravity (CG) measured from the center of the front axle.</i></b></p> <p>Note: The axle weights and position of the center of gravity (CG) must be clearly marked on two adjacent sides of the truck in such a way that the markings are able to withstand bad weather conditions. A copy of the filled-in vehicle weighing list must be placed behind the windscreen of the truck and accompany the shipment to the airport of destination.</p>
21.	Distance (x) between front axle and CG	Insert the measured distance between the front axle and the Centre of Gravity.



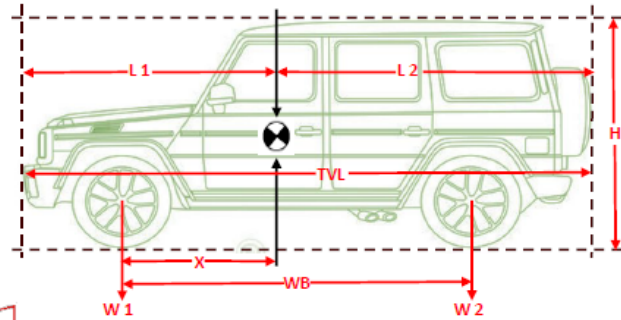
# EATC GROUND OPERATIONS DOCUMENT CATALOG

## VEHICLE WEIGHING LIST 2 AXLES

European Air Transport Command

HANDLING UNIT:	940 Sqn
LOCATION:	Eindhoven
DATE:	02-04-2024

MISSION NUMBER	005-008-24		
DATE OF DEPARTURE	02-04-2024		
VEHICLE REGISTRATION	LM-02-04		
REFERENCE NUMBER	2024-21		
FUEL TYPE* + LEVEL:	DIESEL (≤ 75%) / PETROL (≤ 25%)	LEVEL:	15 %
REMARKS	None		
DRAWN UP BY	R. Korporaal		



(\* = mark / delete what is NOT applicable)

example

**CG MUST BE CLEARLY MARKED ON BOTH SIDES OF THE VEHICLE**

WEIGHTS		
FRONT AXLE (W1)	600	kg / lbs *
REAR AXLE (W2)	450	kg / lbs *
TOTAL WEIGHT (W = W1 + W2)	1050	kg / lbs *
CG CALCULATION	113.57 $CG = \frac{WB \times W2}{W}$	

DIMENSIONS		
TOTAL VEHICLE LENGTH (TVL)	400	cm / Inch *
MAX VEHICLE HEIGHT	310	cm / Inch *
WHEELBASE (WB)	265	cm / Inch *
FWD RUNNING LOAD (L1)	114	cm / Inch *
AFT RUNNING LOAD (L2)	286	cm / Inch *

TIRE PRESSURE	FL: 2.4	FR: 2.4	RL: 2.4	RR: 2.4	BAR / PSI *
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DISTANCE (X) BETWEEN FRONT AXLE AND CG		cm / Inch *
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**A COPY OF THIS DOCUMENT MUST BE ATTACHED CLEARLY VISIBLE ON THE VEHICLE (WINDSCREEN / SUNVISOR)**

Update: 2024



# EATC GROUND OPERATIONS DOCUMENT CATALOG

## P. Vehicle Weighing List 3 axles

### VEHICLE WEIGHING LIST 3 AXLES

HANDLING UNIT:			
LOCATION:			
DATE:			
MISSION NUMBER			
DATE OF DEPARTURE			
VEHICLE REGISTRATION			
REFERENCE NUMBER			
FUEL TYPE* + LEVEL:	DIESEL (≤75%) / PETROL (≤25%)	LEVEL:	%
REMARKS			
DRAWN UP BY			

(\* = mark / delete what is NOT applicable)

WEIGHTS		
FRONT AXLE (W1)		kg / lbs *
MIDDLE AXLE (W2)		kg / lbs *
REAR AXLE (W3)		kg / lbs *
TOTAL WEIGHT (W = W1+W2+W3)		kg / lbs *
CG CALCULATION	$CG = \frac{WB1 \times W2 + WB2 \times W3}{W}$	

TIRE PRESSURE	FL:	ML:	RL:	BAR / PSI	
	FR:	MR:	RR:	*	

*European Air Transport Command*

CG MUST BE CLEARLY MARKED ON BOTH SIDES OF THE VEHICLE

DIMENSIONS		
TOTAL VEHICLE LENGTH (TVL)		cm / Inch *
MAX VEHICLE HEIGHT		cm / Inch *
WHEELBASE 1 (WB1)		cm / Inch *
WHEELBASE 2 (WB2)		cm / Inch *
FWD RUNNING LOAD (L1)		cm / Inch *
AFT RUNNING LOAD (L2)		cm / Inch *

DISTANCE (X) BETWEEN FRONT AXLE AND CG		cm / Inch *
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A COPY OF THIS DOCUMENT MUST BE ATTACHED CLEARLY VISIBLE ON THE VEHICLE (WINDSCREEN / SUNVISOR)

Update: MAY 2024



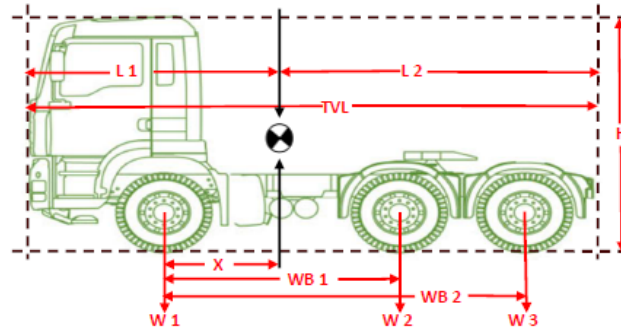
# EATC GROUND OPERATIONS DOCUMENT CATALOG

## VEHICLE WEIGHING LIST 3 AXLES

European Air Transport Command



HANDLING UNIT:	1	
LOCATION:	2	
DATE:	3	
MISSION NUMBER	4	
DATE OF DEPARTURE	5	
VEHICLE REGISTRATION	6	
REFERENCE NUMBER	7	
FUEL TYPE* + LEVEL:	DIESEL (≤ 75%) / PETROL (≤ 25%)	LEVEL: 8 %
REMARKS	9	
DRAWN UP BY	10	



**CG MUST BE CLEARLY MARKED ON BOTH SIDES OF THE VEHICLE**

(\* = mark / delete what is NOT applicable)

WEIGHTS		
FRONT AXLE (W1)	11	kg / lbs *
MIDDLE AXLE (W2)	12	kg / lbs *
REAR AXLE (W3)	13	kg / lbs *
TOTAL WEIGHT (W = W1+W2+W3)	14	kg / lbs *
CG CALCULATION	22 $CG = \frac{WB1 \times W2 + WB2 \times W3}{W}$	

DIMENSIONS		
TOTAL VEHICLE LENGTH (TVL)	16	cm / Inch *
MAX VEHICLE HEIGHT	17	cm / Inch *
WHEELBASE 1 (WB1)	18	cm / Inch *
WHEELBASE 2 (WB2)	19	cm / Inch *
FWD RUNNING LOAD (L1)	20	cm / Inch *
AFT RUNNING LOAD (L2)	21	cm / Inch *

TIRE PRESSURE	FL: 15	ML: 15	RL: 15	RR: 15	BAR / PSI *
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DISTANCE (X) BETWEEN FRONT AXLE AND CG	23	cm / Inch *
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Update: MAY 2024



## EATC GROUND OPERATIONS DOCUMENT CATALOG

Nr.	Item	Explanation
1.	Handling unit	Insert the ground handling organization or similar body on whose authority the weighing list is drawn-up. <i>Example: Air Terminal Melsbroek</i>
2.	Location	Insert the location of the handling unit.
3.	Date	Insert the date of the preparation of the weighing list (format dd-mm-yyyy).
4.	Mission number	Insert the mission number (preferably the ATMO or applicable national mission number).
5.	Date of departure	Insert the departure date of the mission (format dd-mm-yyyy).
6.	Vehicle registration	Insert the licence plate number of the vehicle (if not present; other unique identification code).
7.	Reference number	Insert a reference number that relates to the cargo manifest, such as a serial shipping container code (SSCC), bill of lading, voucher or similar national document/bar code system.
8.	Fuel type + level	Cross out the fuel type that is not contained in the fuel tank (either diesel or gasoline).
9.	Remarks	Insert special remarks such as special driver permit required, vehicle not able to drive, no brakes, needs winching, etc.
10.	Drawn up by	Insert the name of the person responsible producing this document, the calculation and presenting the required information of the centre of gravity (CG) and axle weights.
11.	Weight front axle	Insert the checked weight of the front axle (W1) by using calibrated weighing scales in either kg or lbs.
12.	Weight middle axle	Insert the checked weight of the front axle (W2) by using calibrated weighing scales in either kg or lbs.
13.	Weight rear axle	Insert the checked weight of the rear axle (W3) by using calibrated weighing scales in either kg or lbs.
14.	Total weight	Insert the total weight of the vehicle by adding the weight of the front and rear axle (W1 + W2 + W3).
15.	Tire pressure	Insert the actual tire pressure in either bar or PSI.
16.	Total vehicle length	Insert the total vehicle length in either cm or inches.
17.	Max vehicle height	Insert the maximal vehicle height in either cm or inches.
18.	Wheelbase (WB1) (front-middle axle)	Insert the measured distance between the centre of the front and middle axle of the truck (distance between W1 and W2) in either cm or inches.
19.	Wheelbase (WB2) (front-rear axle)	Insert the measured distance between the centre of the front and rear axle of the truck (distance between W1 and W3) in either cm or inches.
20.	FWD running load (L1)	Insert the forward running load.
21.	AFT running load	Insert the after running load
22.	Centre of gravity	<p>The centre of gravity (CG) can be calculated based on the formula listed on the document.</p> <p style="text-align: center;"><b><u>CG = (WB1 X W2) + (WB2 X W3)</u></b></p> <p style="text-align: center;"><b>W</b></p> <p>This distance is calculated by taking the value found for the wheelbase between the front and middle axles (WB1) and multiplying it by the weight of the middle axle (W2) and adding the result to the value for the wheelbase between the front and rear axles (WB2) multiplied by the weight of the rear axle (W3). This calculated sum is divided by the total weight (W). The distance found (X) indicates the position of the center of gravity (CG) measured from the center of the front axle.</p> <p>Note: The axle weights and position of the center of gravity (CG) must be clearly marked on two adjacent sides of the truck in such a way that the markings are able to withstand bad weather conditions. A copy of the filled-in vehicle weighing list must be placed behind the windscreen of the truck and accompany the shipment to the airport of destination.</p>
23.	Distance (x) between front axle and CG	Insert the measured distance between the front axle and the Centre of gravity.



# EATC GROUND OPERATIONS DOCUMENT CATALOG

## Q. Vehicle Weighing List 4 axes

### VEHICLE WEIGHING LIST 4 AXLES

HANDLING UNIT:		
LOCATION:		
DATE:		
MISSION NUMBER		
DATE OF DEPARTURE		
VEHICLE REGISTRATION		
REFERENCE NUMBER		
FUEL TYPE* + LEVEL:	DIESEL (≤ 75%) / PETROL (≤ 25%)	LEVEL: %
REMARKS		
DRAWN UP BY		

(\* = mark / delete what is NOT applicable)

WEIGHTS					
FRONT AXLE (W1)					kg / lbs *
MIDDLE AXLE (W2)					kg / lbs *
MIDDLE AXLE (W3)					kg / lbs *
REAR AXLE (W4)					kg / lbs *
TOTAL WEIGHT (W = W1+W2+W3+W4)					kg / lbs *
CG CALCULATION	$CG = \frac{WB1 \times W2 + WB2 \times W3 + WB3 \times W4}{W}$				
TIRE PRESSURE	FL: FR:	ML1: MR1:	ML2: MR2:	RL: RR:	BAR / PSI *

European Air Transport Command

CG MUST BE CLEARLY MARKED ON BOTH SIDES OF THE VEHICLE

DIMENSIONS		
TOTAL VEHICLE LENGTH (TVL)		cm / Inch *
MAX VEHICLE HEIGHT		cm / Inch *
WHEELBASE 1 (WB1)		cm / Inch *
WHEELBASE 2 (WB2)		cm / Inch *
WHEELBASE 3 (WB3)		cm / Inch *
FWD RUNNING LOAD (L1)		cm / Inch *
AFT RUNNING LOAD (L2)		cm / Inch *
DISTANCE (X) BETWEEN FRONT AXLE AND CG		cm / Inch *

A COPY OF THIS DOCUMENT MUST BE ATTACHED CLEARLY VISIBLE ON THE VEHICLE AT WINDSCREEN / SUNVISOR

Update: 2024





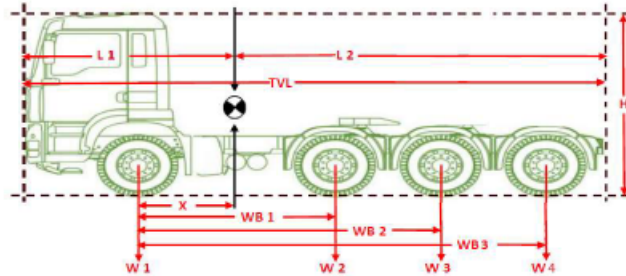
# EATC GROUND OPERATIONS DOCUMENT CATALOG

## VEHICLE WEIGHING LIST 4 AXLES

European Air Transport Command



HANDLING UNIT:	1		
LOCATION:	2		
DATE:	3		
MISSION NUMBER	4		
DATE OF DEPARTURE	5		
VEHICLE REGISTRATION	6		
REFERENCE NUMBER	7		
FUEL TYPE* + LEVEL:	DIESEL (≤ 75%) / PETROL (≤ 25%)	LEVEL: 8	%
REMARKS	9		
DRAWN UP BY	10		



(\* = mark / delete what is NOT applicable)

CG MUST BE CLEARLY MARKED ON BOTH SIDES OF THE VEHICLE

WEIGHTS	
FRONT AXLE (W1)	11 kg / lbs *
MIDDLE AXLE (W2)	12 kg / lbs *
MIDDLE AXLE (W3)	13 kg / lbs *
REAR AXLE (W4)	14 kg / lbs *
TOTAL WEIGHT (W = W1+W2+W3+W4)	15 kg / lbs *
CG CALCULATION	24 $CG = \frac{WB1 \times W2 + WB2 \times W3 + WB3 \times W4}{W}$
TIRE PRESSURE	FL: 16, MR1: 16, ML2: 16, RL: 16, BAR / PSI *

DIMENSIONS	
TOTAL VEHICLE LENGTH (TVL)	17 cm / Inch *
MAX VEHICLE HEIGHT	18 cm / Inch *
WHEELBASE 1 (WB1)	19 cm / Inch *
WHEELBASE 2 (WB2)	20 cm / Inch *
WHEELBASE 3 (WB3)	21 cm / Inch *
FWD RUNNING LOAD (L1)	22 cm / Inch *
AFT RUNNING LOAD (L2)	23 cm / Inch *
DISTANCE (X) BETWEEN FRONT AXLE AND CG	25 cm / Inch *



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Update: 2024



## EATC GROUND OPERATIONS DOCUMENT CATALOG

Nr.	Item	Explanation
1.	Handling unit	Insert the ground handling organization or similar body on whose authority the weighing list is drawn-up. <i>Example: Air Terminal Melsbroek</i>
2.	Location	Insert the location of the handling unit.
3.	Date	Insert the date of the preparation of the weighing list (format dd-mm-yyyy).
4.	Mission number	Insert the mission number (preferably the ATMO or applicable national mission number).
5.	Date of departure	Insert the departure date of the mission (format dd-mm-yyyy).
6.	Vehicle registration	Insert the licence plate number of the vehicle (if not present; other unique identification code).
7.	Reference number	Insert a reference number that relates to the cargo manifest, such as a serial shipping container code (SSCC), bill of loading, voucher or similar national document/bar code system.
8.	Fuel type + level	Cross out the fuel type that is not contained in the fuel tank (either diesel or gasoline).
9.	Remarks	Insert special remarks such as special driver permit required, vehicle not able to drive, no brakes, needs winching, etc.
10.	Drawn up by	Insert the name of the person responsible producing this document, the calculation and presenting the required information of the centre of gravity (CG) and axle weights.
11.	Weight front axle	Insert the checked weight of the front axle (W1) by using calibrated weighing scales in either kg or lbs.
12+13	Weight middle axle	Insert the checked weight of the front axle (W2 + W3) by using calibrated weighing scales in either kg or lbs.
14.	Weight rear axle	Insert the checked weight of the rear axle (W4) by using calibrated weighing scales in either kg or lbs.
15.	Total weight	Insert the total weight of the vehicle by adding the weight of the front and rear axle (W1 + W2 + W3 + W4) in either kg or lbs.
16.	Tire pressure	Insert the actual tire pressure in either bar or psi.
17.	Total vehicle length	Insert the total vehicle length in either cm or inches.
18.	Max vehicle height	Insert the maximal vehicle height in either cm or inches.
19.	Wheelbase (WB1) (front-middle axle)	Insert the measured distance between the centre of the front and middle axes of the truck (distance between W1 and W2) in either cm or inches.
20.	Wheelbase (WB2) (front-second middle axle)	Insert the measured distance between the centre of the front and rear axle of the truck (distance between W1 and W3) in either cm or inches.
21.	Wheelbase (WB3) (front-rear axle)	Insert the measured distance between the centre of the front and rear axle of the truck (distance between W1 and W4) in either cm or inches.
22.	FWD running load (L1)	Insert the forward running load.
23	AFT running load	Insert the after running load
24.	Centre of gravity	<p>The centre of gravity (CG) can be calculated based on the formula listed on the document.</p> $\text{CG} = \frac{(\text{WB1} \times \text{W2}) + (\text{WB2} \times \text{W3}) + (\text{WB3} \times \text{W4})}{\text{W}}$ <p>The center of gravity (CG) is calculated by taking the value found for the wheelbase between the front and the first middle axle (WB1) and multiply it by the weight of the middle axle (W2) and adding the result to the value for the wheelbase between the front and the second middle axle (WB2) multiplied by the weight of the second middle axle (W3) and adding the result to the value for the wheelbase between the front and rear axle (WB3) multiplied by the weight of the rear axle (W4). This calculated sum is divided by the total weight (W). The distance found (X) indicates the position of the center of gravity (CG) measured from the center of the front axle. Note: The axle weights and position of the center of gravity (CG) must be clearly marked on two adjacent sides of the truck in such a way that the markings are able to withstand bad weather conditions. A copy of the filled-in vehicle weighing list must be placed behind the windscreen of the truck and accompany the shipment to the airport of destination.</p>
25.	Distance (x) between front axle and CG	Insert the measured distance between the front axle and the Centre of gravity.



# EATC GROUND OPERATIONS DOCUMENT CATALOG

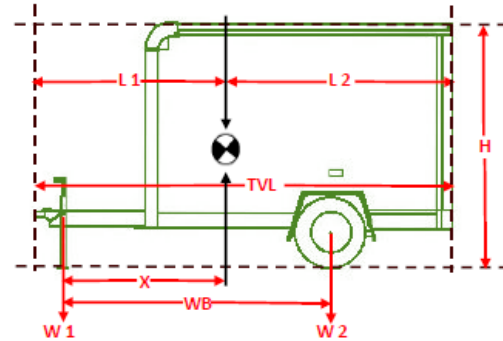
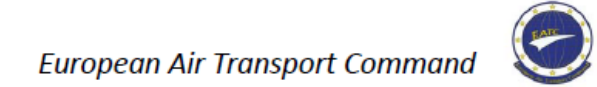
## R. Weighing List 1 axle

### WEIGHING LIST 1 AXLE

HANDLING UNIT:		
LOCATION:		
DATE:		
MISSION NUMBER		
DATE OF DEPARTURE		
VEHICLE REGISTRATION		
REFERENCE NUMBER		
FUEL TYPE* + LEVEL OF GENERATOR:	DIESEL (≤ 75%) / PETROL (≤ 25%)	LEVEL: %
REMARKS		
DRAWN UP BY		

(\* = mark / delete what is NOT applicable)

WEIGHTS		
FRONT BASE (W1)		kg / lbs *
REAR AXLE (W2)		kg / lbs *
TOTAL WEIGHT (W = W1 + W2)		kg / lbs *
CG CALCULATION	$CG = \frac{WB \times W2}{W}$	



**CG MUST BE CLEARLY MARKED ON BOTH SIDES OF THE VEHICLE**

DIMENSIONS		
TOTAL VEHICLE LENGTH (TVL)		cm / Inch *
MAX VEHICLE HEIGHT		cm / Inch *
WHEELBASE (WB)		cm / Inch *
FWD RUNNING LOAD (L1)		cm / Inch *
AFT RUNNING LOAD (L2)		cm / Inch *

TIRE PRESSURE	Left:	Right:	BAR / PSI *
---------------	-------	--------	-------------

DISTANCE (X) BETWEEN FRONT AXLE AND CG		cm / Inch *
--	--	-------------

**A COPY OF THIS DOCUMENT MUST BE ATTACHED CLEARLY VISIBLE ON THE VEHICLE**

Update: 2024



# EATC GROUND OPERATIONS DOCUMENT CATALOG

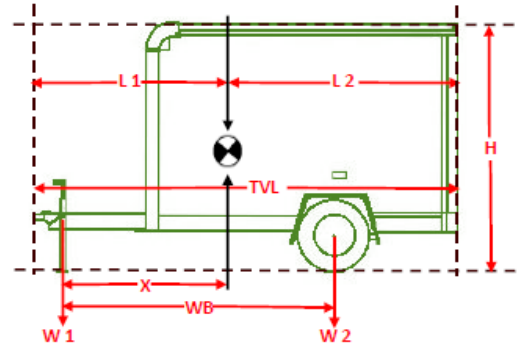
## WEIGHING LIST 1 AXLE

HANDLING UNIT:	1	
LOCATION:	2	
DATE:	3	
MISSION NUMBER	4	
DATE OF DEPARTURE	5	
VEHICLE REGISTRATION	6	
REFERENCE NUMBER	7	
FUEL TYPE* + LEVEL OF GENERATOR:	DIESEL (≤ 75%) / PETROL (≤ 25%)	LEVEL: 8 %
REMARKS	9	
DRAWN UP BY	10	

(\* = mark / delete what is NOT applicable)

WEIGHTS		
FRONT BASE (W1)	11	kg / lbs *
REAR AXLE (W2)	12	kg / lbs *
TOTAL WEIGHT (W = W1 + W2)	13	kg / lbs *
CG CALCULATION	20 $CG = \frac{WB \times W2}{W}$	

*European Air Transport Command*



**CG MUST BE CLEARLY MARKED ON BOTH SIDES OF THE VEHICLE**

DIMENSIONS		
TOTAL VEHICLE LENGTH (TVL)	15	cm / Inch *
MAX VEHICLE HEIGHT	16	cm / Inch *
WHEELBASE (WB)	17	cm / Inch *
FWD RUNNING LOAD (L1)	18	cm / Inch *
AFT RUNNING LOAD (L2)	19	cm / Inch *

TIRE PRESSURE	Left: 14	Right: 14	BAR / PSI *
---------------	----------	-----------	-------------

DISTANCE (X) BETWEEN FRONT AXLE AND CG	21	cm / Inch *
--	----	-------------

**A COPY OF THIS DOCUMENT MUST BE ATTACHED CLEARLY VISIBLE ON THE VEHICLE**

Update: 2024



## EATC GROUND OPERATIONS DOCUMENT CATALOG

Nr.	Item	Explanation
1.	Handling unit	Insert the ground handling organization or similar body on whose authority the weighing list is drawn-up. <i>Example: Air Terminal Melsbroek</i>
2.	Location	Insert the location of the handling unit.
3.	Date	Insert the date of the preparation of the weighing list (format dd-mm-yyyy).
4.	Mission number	Insert the mission number (preferably the ATMO or applicable national mission number).
5.	Date of departure	Insert the departure date of the mission (format dd-mm-yyyy).
6.	Vehicle registration	Insert the licence plate number of the vehicle (if not present; other unique identification code).
7.	Reference number	Insert a reference number that relates to the cargo manifest, such as a serial shipping container code (SSCC), bill of loading, voucher or similar national document/bar code system.
8.	Fuel type + level, in case of generator	Cross out the fuel type that is not contained in the fuel tank. Insert the amount of fuel found in the fuel tank of the vehicle. <u>Example: 25%, 50%, 75%.</u>
9.	Remarks	Insert special remarks such as special driver permit required, vehicle not able to drive, no brakes, needs winching, etc.
10.	Drawn up by	Insert the name of the person responsible producing this document, the calculation and presenting the required information of the centre of gravity (CG) and axle weights.
11.	Front base (W1)	Insert the checked weight of the support leg or nose wheel (W1) by using calibrated weighing scales in either kg or lbs.
12.	Weight axle (W2)	Insert the checked weight of the axle (W2) by using calibrated weighing scales in either kg or lbs.
13.	Total weight	Insert the total weight of the vehicle by adding the weight of the support nose and axle (W1 + W2).
14.	Tire pressure	Insert the actual tire pressure in either bar or PSI.
15.	Total vehicle length	Insert the total vehicle length in either cm or inches.
16.	Max vehicle height	Insert the maximal vehicle height in either cm or inches.
17.	Wheelbase	Insert the measured distance between the axle and support leg or nose wheel of the vehicle in either cm or inches.
18.	FWD running load	Insert the measured distance between the centre of the axles of the vehicle in either cm or inches.
19.	AFT running load	Insert the after running load (L2).
20.	Centre of gravity	<p>The center of gravity (CG) can be calculated based on the formula listed on the document.</p> <p><b><u>CG = (WB X W2)</u></b></p> <p style="text-align: center;"><b>W</b></p> <p>The CG is calculated by taking the value of the wheelbase (WB) multiplied with the weight of the rear axle (W2) divided by the total weight (W). The distance found (X) indicates the position of the center of gravity measured from the center of the support leg or nose wheel.</p> <p>Note: The axle weights and position of the center of gravity (CG) must be clearly marked on two adjacent sides of the truck in such a way that the markings are able to withstand bad weather conditions. A copy of the filled-in vehicle weighing list must be placed behind the windscreen of the truck and accompany the shipment to the airport of destination. markings are able to withstand bad weather conditions.</p>
21.	Distance (x) between front axle and CG	Insert the measured distance between the front axle and the Centre of gravity.



# EATC GROUND OPERATIONS DOCUMENT CATALOG

## S. Container Weighing List

### CONTAINER WEIGHING LIST

HANDLING UNIT:		
LOCATION:		
DATE:		
MISSION NUMBER		
DATE OF DEPARTURE		
CONTAINER REGISTRATION		
REFERENCE NUMBER		
FUEL TYPE* + LEVEL OF GENERATOR:	DIESEL (≤ 75%)/ PETROL (≤ 25%)	LEVEL: %
REMARKS		
DRAWN UP BY		

(\* = mark / delete what is NOT applicable)

*European Air Transport Command*

**CG MUST BE CLEARLY MARKED ON BOTH SIDES OF THE CONTAINER**

WEIGHTS		
FRONT END (W1)		kg / lbs *
REAR END (W2)		kg / lbs *
TOTAL WEIGHT (W = W1 + W2)		kg / lbs *
CG CALCULATION	$CG = \frac{TL \times W2}{W}$	
CONTAINER PACKING CERTIFICATE*	YES	NO
FORKLIFT POCKETS*	YES	NO
CONTAINER TYPE		
CSC LABEL DATE		

DIMENSIONS		
TOTAL LENGTH (TL)		cm / Inch *
MAX HEIGHT		cm / Inch *
FWD RUNNING LOAD (L1)		cm / Inch *
AFT RUNNING LOAD (L2)		cm / Inch *
DISTANCE (X) BETWEEN FRONT END AND CG		cm / Inch *

**A COPY OF THIS DOCUMENT MUST BE ATTACHED CLEARLY VISIBLE ON THE OUTSIDE OF THE CONTAINER**

Update: 2024



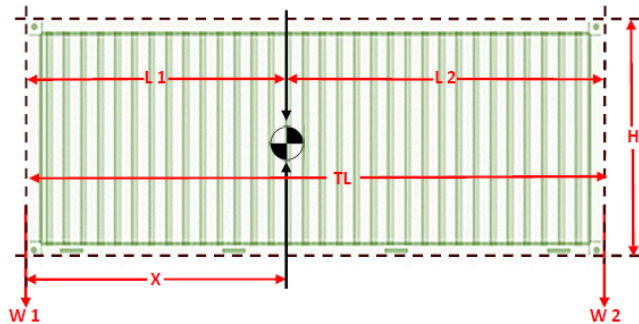
# EATC GROUND OPERATIONS DOCUMENT CATALOG

## CONTAINER WEIGHING LIST

*European Air Transport Command*



HANDLING UNIT:	1	
LOCATION:	2	
DATE:	3	
MISSION NUMBER	4	
DATE OF DEPARTURE	5	
CONTAINER REGISTRATION	6	
REFERENCE NUMBER	7	
FUEL TYPE* + LEVEL OF GENERATOR:	DIESEL (≤ 75%) / PETROL (≤ 25%)	LEVEL: 8 %
REMARKS	9	
DRAWN UP BY	10	



**CG MUST BE CLEARLY MARKED ON BOTH SIDES OF THE CONTAINER**

(\* = mark / delete what is NOT applicable)

WEIGHTS		
FRONT END (W1)	11	kg / lbs *
REAR END (W2)	12	kg / lbs *
TOTAL WEIGHT (W = W1 + W2)	13	kg / lbs *
CG CALCULATION	$CG = \frac{TL \times W2}{W}$	
CONTAINER PACKING CERTIFICATE*	20	YES NO
FORKLIFT POCKETS*	21	YES NO
CONTAINER TYPE	22	
CSC LABEL DATE	23	

DIMENSIONS		
TOTAL LENGTH (TL)	14	cm / Inch *
MAX HEIGHT	15	cm / Inch *
FWD RUNNING LOAD (L1)	16	cm / Inch *
AFT RUNNING LOAD (L2)	17	cm / Inch *
DISTANCE (X) BETWEEN FRONT END AND CG	19	cm / Inch *

**A COPY OF THIS DOCUMENT MUST BE ATTACHED CLEARLY VISIBLE ON THE OUTSIDE OF THE CONTAINER**

Update: 2024



## EATC GROUND OPERATIONS DOCUMENT CATALOG

Nr.	Item	Explanation
1.	Handling unit	Insert the ground handling organization or similar body on whose authority the weighing list is drawn-up. <i>Example: Air Terminal Melsbroek</i>
2.	Location	Insert the location of the handling unit.
3.	Date	Insert the date of the preparation of the weighing list (format dd-mm-yyyy).
4.	Mission number	Insert the mission number (preferably the ATMO or applicable national mission number).
5.	Date of departure	Insert the departure date of the mission (format dd-mm-yyyy).
6.	Container registration	Insert the licence plate number of the container (if not present; other unique identification code).
7.	Reference number	Insert a reference number that relates to the cargo manifest, such as a serial shipping container code (SSCC), bill of loading, voucher or similar national document/bar code system.
8.	Fuel type + level	Cross out the fuel type that is not contained in the fuel tank. Insert the amount of fuel found in the fuel tank of the vehicle. <i>Example: 25%, 50%, 75%.</i>
9.	Remarks	Insert special remarks such as special driver permit required, vehicle not able to drive, no brakes, needs winching, etc.
10.	Drawn up by	Insert the name of the person responsible producing this document, the calculation and presenting the required information of the centre of gravity (CG) and axle weights.
11.	Front end (W1)	Insert the checked weight of the front side of the container by using calibrated weighing scales in either kg or lbs.
12.	Rear end (W2)	Insert the checked weight of rear end of the container by using calibrated weighing scales in either kg or lbs.
13.	Total weight	Insert the total weight of the container by adding the weight of the front and rear sides of the container (W1 + W2) in either kg or lbs.
14.	Total length	Insert the total length in either cm or inches.
15.	Max height	Insert the maximal height in either cm or inches.
16.	FWD running load	Insert the forward running load.
17.	AFT running load	Insert the after running load.
18.	Centre of gravity	The center of gravity can be calculated based on the formula listen on the document. <b><u>CG = (TL X W2)</u></b> <b>W</b> The center of gravity is calculated by multiplying the total length of the container with the weight of the rear end. The sum of this is divided with the total weight of the container. The distance found (X) indicates the position of the center of gravity (CG) measured from the front end of the container. Note: The weights of the front and rear sides of the container and position of the center of gravity (CG) must be clearly marked on two adjacent sides of the container in such a way that the markings are able to withstand bad weather conditions. A copy of the filled-in weighing list must be affixed to the container and accompany the shipment to the airport of destination.
19.	Distance (x) between front axle and CG	Insert the measured distance between the front end of the container and the Centre of gravity.
20.	Container Packing Certificate (CPC)	Indicate whether the sender submitted a correctly filled-in CPC together with the delivery of the container at the air terminal, allowing acceptance of the container for air transport (either yes or no). Note: By means of the CPC document, the sender declares that the container has passed a visual inspection prior to its use, is properly loaded/packed in accordance with the applicable regulations and does not contain prohibited items.
21.	Forklift pockets	Indicate whether the container is equipped with forklift pockets (either yes or no) in order to indicate whether special ground handling equipment (heavy forklift) or a crane is required to handle the container





## EATC GROUND OPERATIONS DOCUMENT CATALOG

22.	Container type	Insert the type of container delivered for air transport (e.g., 10-foot, 20-foot, 30-foot, etc.).
23	CSC label date	<p>Insert the date on the CSC plate validating the due date after which the container may no longer be used for (air) transport purposes.</p> <p>Note In general, any container used for international (air) transport purposes must have a valid safety approval plate (CSC plate). Although it may have a valid CSC, any container delivered must undergo a visual inspection before being accepted by the air terminal for loading onto an aircraft in order to avoid damage and safety risks while being handled in preparation for air transport.</p> <p><u>If the CSC date has expired, the container is not to be accepted for air transport unless recertified and granted by a dedicated and competent organization.</u></p>



# EATC GROUND OPERATIONS DOCUMENT CATALOG

## T. Air Cargo Security Declaration

AIR CARGO SECURITY DECLARATION	
<b>KNOWN (MILITARY) SHIPPER</b>	<b>AIR TERMINAL REFERENCE NUMBER</b>
UNIT	
POC	<b>DESTINATION</b>
TEL/FAX	
EMAIL	

On behalf of the above mentioned agency/unit, I declare that, to the best of my knowledge, this cargo consignment has been appropriately examined for military aviation security reasons in accordance with the requirements as described in applicable military regulations, EATC's Ground Operation Manual and EU Commission Implementing Regulation (EU) 2015/1998.

The consignment delivered to the air terminal and/or carrier has is prepared by dedicated personal under secure conditions, while protected against unauthorised access and manipulation during its preparation, storage and transportation. Upon arrival at the designated air terminal an air cargo security check against the road carrier, vehicle and driver is to be performed, to exclude that packages or documentation are being tampered with during transport.

The consignment does not contain prohibited articles, unless they have been declared in accordance with national law, legislations, military rules and regulations and/or the ICAO/IATA dangerous goods regulations in force.

The packaging and contents of the consignment may be inspected for reasons of security in accordance with EATC's Ground Operations Manual and EU Commission Implementing Regulation (EU) 2015/1998.

**The cargo offered for air transport is checked using one or more means specified below:**

<input type="checkbox"/> Known (military) shipper's procedures (EGOM)	<input type="checkbox"/> Detection dogs (EDD)
<input type="checkbox"/> Explosive Detection System (EDS) equipment	<input type="checkbox"/> Visual checks (VCK)
<input type="checkbox"/> Explosive Trace Detection (ETD) systems	<input type="checkbox"/> Hand search (PHS)
<input type="checkbox"/> X-ray equipment (XRY)	<input type="checkbox"/> Any other Method* (AOM)
<input type="checkbox"/> Metal Detectors Equipment (MDE)	

**\* ONLY** If agreed by the appropriate authority, other appropriate security controls may be applied only where it is not possible to apply any of the other means or methods specified above

Where the air terminal staff acting on behalf of the operator cannot be reasonably sure that no prohibited articles are contained in the consignment, the consignment shall be rejected or be rescreened to their satisfaction.

Where there is any reason to believe that a consignment to which security controls have been applied has been tampered with or has not been protected from unauthorised interference from the time that those controls were applied, it shall be rescreened before being loaded on to an aircraft.

A visual check shall consist of a thorough visual check of the consignment and is only admissible in conjunction with other procedures, or if all items can be seen with or without aids or shipping live animals.

Additional security information

I acknowledge that any misleading information may cause application of actions provided by law and military legislation.

DATE / TIME	<input style="width: 90%;" type="text"/>	hrs	SIGNATURE
NAME	<input style="width: 100%;" type="text"/>		<div style="border: 1px solid black; height: 100px; position: relative;"><div style="position: absolute; top: 5px; left: 5px; background-color: red; color: white; padding: 2px;">Signature</div></div>
FUNCTION / TITLE	<input style="width: 100%;" type="text"/>		
PLACE / LOCATION	<input style="width: 100%;" type="text"/>		

EGOM Air cargo security declaration v2.0  
Cargo security declaration
EATC
Update 01 January 2021



# EATC GROUND OPERATIONS DOCUMENT CATALOG

AIR CARGO SECURITY DECLARATION																			
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2">KNOWN (MILITARY) SHIPPER</th> </tr> </thead> <tbody> <tr> <td style="width: 15%;">UNIT</td> <td style="width: 5%;">1</td> </tr> <tr> <td>POC</td> <td>2</td> </tr> <tr> <td>TEL/FAX</td> <td>3</td> </tr> <tr> <td>EMAIL</td> <td>4</td> </tr> </tbody> </table>	KNOWN (MILITARY) SHIPPER		UNIT	1	POC	2	TEL/FAX	3	EMAIL	4	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2">AIR TERMINAL REFERENCE NUMBER</th> </tr> </thead> <tbody> <tr> <td style="width: 50%;">5</td> <td style="width: 50%;">6</td> </tr> <tr> <th colspan="2">DESTINATION</th> </tr> <tr> <td>7</td> <td>8</td> </tr> </tbody> </table>	AIR TERMINAL REFERENCE NUMBER		5	6	DESTINATION		7	8
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<p>EGOM Air cargo security declaration v2.0 Cargo security declaration</p>																			
<p>EATC</p>																			
<p>Update 01 January 2021</p>																			



## EATC GROUND OPERATIONS DOCUMENT CATALOG

Number	Item	Explanation
1.	Unit	Insert the name of the sending unit from which the shipment originated.
2.	Point of Contact (POC)	Insert the point of contact (POC) who can provide additional information if questions regarding the shipment arise.
3.	Telephone	Insert the telephone and/or fax number to reach the POC.
4.	Email	Insert the email address for contacting the POC.
5.	Air terminal reference number (ICAO)	Insert the ICAO identifier of the airport releasing an air terminal reference number to the shipment.
6.	Air terminal reference number	Insert an air terminal reference number attached to the air cargo security declaration.
7.	Destination (ICAO)	Insert the ICAO identifier of the airport of destination of the shipment.
8.	Final Destination	Insert the full name of the airport of (final) destination of the shipment.
9.	Means of checking	Insert a marker in one or more boxes indicating the means by which the shipment has been checked for security reasons.
10.	Additional security information	Insert additional security information or other amplifying data related to the security checks conducted (if any).
11.	Date	Insert the date the security declaration has been issued.
12.	Time	Insert the time at which the security declaration has been issued/signed.
13.	Name	Insert the name of the person authorized to issue the security declaration.
14.	Function / Title	Insert the function and title (rank) of the person authorized to issue and sign the security declaration.
15.	Place / Location	Insert the place/location where the document was drawn up and signed.
16.	Signature	Signature of the authorized person responsible for the statements made on the air cargo security declaration. Note: Although major air terminals and other clients are regularly considered known (military) shippers when shipments are delivered at an air terminal based on arrangements made in advance (e.g., ATR, ATMO or similar document), an operator may require an air cargo security declaration (CSD) for these shipments. Air cargo security checks remain mandatory, however, for the acceptance of shipments for air transport.



# EATC

## GROUND OPERATIONS DOCUMENT CATALOG

### AIR CARGO SECURITY DECLARATION

<b>KNOWN (MILITARY) SHIPPER</b>		<b>AIR TERMINAL REFERENCE NUMBER</b>	
UNIT	1 (GER) Air BRIGADE	EDDK	200197-001
POC	Capt. F. Braun	<b>DESTINATION</b>	
TEL/FAX	0049 5425 12598	USPR	Vancouver international
EMAIL	f.braun@bund.org		

On behalf of the above mentioned agency/unit, I declare that, to the best of my knowledge, this cargo consignment has been appropriately examined for military aviation security reasons in accordance with the requirements as described in applicable military regulations and EATC's Ground Operation Manual.

The consignment delivered to the air terminal and/or carrier has is prepared by dedicated personal under secure conditions, while protected against unauthorised access and manipulation during its preparation, storage and transportation. Upon arrival at the designated air terminal an air cargo security check against the road carrier, vehicle and driver is to be performed, to exclude that packages or documentation are being tampered with during transport.

The consignment does not contain prohibited articles, unless they have been declared in accordance with national law, legislations, military rules and regulations and/or the ICAO/IATA dangerous goods regulations in force.

The packaging and contents of the consignment may be inspected for reasons of security in accordance with EATC's Ground Operations Manual.

**The cargo offered for air transport is checked using one or more means specified below;**

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Known (military) shipper's procedures (EGOM) | <input type="checkbox"/> Detection dogs (EDD)           |
| <input type="checkbox"/> Explosive Detection System (EDS) equipment              | <input checked="" type="checkbox"/> Visual checks (VCK) |
| <input type="checkbox"/> Explosive Trace Detection (ETD) systems                 | <input type="checkbox"/> Hand search (PHS)              |
| <input type="checkbox"/> X-ray equipment (XRY)                                   | <input type="checkbox"/> Any other Method* (AOM)        |
| <input type="checkbox"/> Metal Detectors Equipment (MDE)                         |   |

**\* ONLY** If agreed by the appropriate authority, other appropriate security controls may be applied only where it is not possible to apply any of the other means or methods specified above

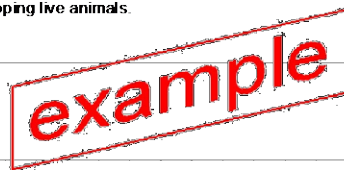
Where the air terminal staff acting on behalf of the operator and cannot be reasonably sure that no prohibited articles are contained in the consignment, the consignment shall be rejected or be rescreened to their satisfaction.

Where there is any reason to believe that a consignment to which security controls have been applied has been tampered with or has not been protected from unauthorised interference from the time that those controls were applied, it shall be rescreened before being loaded on to an aircraft.

A visual check shall consist of a thorough visual check of the consignment and is only admissible in conjunction with other procedures, or if all items can be seen with or without aids or shipping live animals.

Additional security information

Checked at Köln/Wahn



I acknowledge that any misleading information may cause application of actions provided by law and military legislation.

DATE / TIME	25-04-2013	11.00	hrs	SIGNATURE
NAME	OFWC. Snabbel			
FUNCTION / TITLE	Assistant air cargo preparation			
PLACE / LOCATION	Köln/Wahn			



# EATC GROUND OPERATIONS DOCUMENT CATALOG

## U. Security Check

<b>EUROPEAN AIR TRANSPORT COMMAND</b>		
<b>AIR CARGO SECURITY CHECK</b>		
<p>→ If one of the questions is answered with "NO", the shipment must not be accepted as ready for carriage.</p> <p>→ An Air Cargo Security Declaration may be offered by competent authorities when the shipment is delivered at the air terminal. This indicates that appropriate security checks have been performed by a dedicated organization and that the shipment is declared having a secure status. A generic acceptance check upon delivery must not be omitted however. If evidence is found that cargo or its documentation is/could be manipulated during transport, the shipment loses its secure status.</p> <p>→ Only shipment having a secure status must be declared ready for carriage and offered to (military) aircraft unless otherwise determined (in written form) by a dedicated competent authority.</p>		
<b>CARRIER DETAILS (ROAD SERVICE)</b>		<b>YES</b> <b>NO</b> <b>N/A</b>
1. Is the company/carrier offering the shipment/documents to the air terminal classified as known (military) carrier?		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Carrier name	<input style="width: 60%;" type="text"/>	
Vehicle registration	<input type="text"/>	
Driver (name)	<input type="text"/>	
Driver (military) ID	<input type="text"/>	
<b>CONSIGNER DETAILS</b>		
2. Is the consigner sending the shipment/documents to the air terminal classified as known (military) consigner?		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Consigner name	<input style="width: 60%;" type="text"/>	
Contact details	<input type="text"/>	
Reference	<input type="text"/>	
<b>DELIVERY DETAILS</b>		
3. Is the delivery classified as a known delivery (arrangements made prior to delivery)?		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Reference(s)	<input style="width: 60%;" type="text"/>	
<b>COMPLIANCE CHECK</b>		
4. The vehicle is undamaged and the covers are intact.		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
5. The security seal's are intact and there are no signs of manipulation.		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
6. Cargo packages and/or security seal's are intact and there are no signs of manipulation.		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
7. There are no signs of manipulation of the shipments documentation.		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
8. The consignment has passed the air cargo security check can be declared "ready for carriage".	<input type="checkbox"/> <input type="checkbox"/>	<b>YES</b> <b>NO</b>
<b>Remarks / particularities</b>		
<b>Checker (name / paraph)</b>	<b>Date</b>	
EGOM Air cargo security check v2.0 <span style="float: right;">EATC <span style="margin-left: 100px;">Update: 01 January 2021</span></span> Air cargo security check		



# EATC GROUND OPERATIONS DOCUMENT CATALOG

EUROPEAN AIR TRANSPORT COMMAND				
<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"> <span style="color: red; font-weight: bold;">Insert the name of the sending unit from which the shipment originated</span> </div>				
<b>AIR CARGO SECURITY CHECK</b>				
<p>→ If one of the questions is answered with "NO", the shipment must not be accepted as ready for carriage.</p> <p>→ An Air Cargo Security Declaration may be offered by competent authorities when the shipment is delivered at the air terminal. This indicates that appropriate security checks have been performed by a dedicated organization and that the shipment is declared having a secure status. A generic acceptance check upon delivery must not be omitted however. If evidence is found that cargo or its documentation is/could be manipulated during transport, the shipment loses its secure status.</p> <p>→ Only shipment having a secure status must be declared ready for carriage and offered to (military) aircraft unless otherwise determined (in written form) by a dedicated competent authority.</p>				
<b>CARRIER DETAILS (ROAD SERVICE)</b>		<b>YES</b>	<b>NO</b>	<b>N/A</b>
1. Is the company/carrier offering the shipment/documents to the air terminal classified as known (military) carrier?				
Carrier name	<span style="color: red;">Insert name company or unit</span> (e.g. name of the company/organization)			
Vehicle registration	<span style="color: red;">Insert vehicle numberplate</span> (e.g. number plate, serial or similar number)			
Driver (name)	<span style="color: red;">Insert name driver</span>			
Driver (military) ID	<span style="color: red;">Insert ID number</span> (e.g. passport, EU-ID card or military ID)			
<b>CONSIGNER DETAILS</b>				
2. Is the consigner sending the shipment/documents to the air terminal classified as known (military) consigner?				
Consigner name	<span style="color: red;">Insert name company or unit</span> (e.g. name of the company/organization)			
Contact details	<span style="color: red;">Insert Unit's name or organization</span> (e.g. Unit's name, organization, etc.)			
Reference	<span style="color: red;">Insert reference number</span> (e.g. standing air cargo security declaration)			
<b>DELIVERY DETAILS</b>				
3. Is the delivery classified as a known delivery (arrangements made prior to delivery)?				
Reference(s)	<span style="color: red;">Insert references (ATMO or similar document)</span> (e.g. Air Transport Request, Air Transport Mission Order or similar (national) document or arrangement)			
<b>COMPLIANCE CHECK</b>				
4.	The vehicle is undamaged and the covers are intact.			
5.	The security seal's are intact and there are no signs of manipulation.			
6.	Cargo packages and/ore security seal's are intact and there are no signs of manipulation.			
7.	There are no signs of manipulation of the shipments documentation.			
8.	The consignment has passed the air cargo security check can be declared "ready for carriage".	<b>YES</b>	<b>NO</b>	
<b>Remarks / particularities</b>  <span style="color: red; font-weight: bold;">Insert remarks or particularities</span>				
<b>Checker (name / paraph)</b> <span style="color: red; font-weight: bold;">Insert checkers name and paraph</span>		<b>Date</b> <span style="color: red; font-weight: bold;">Insert date</span>		
EGOM Air cargo security check v2.0 Air cargo security check		EATC		Update: 01 January 2021



# EATC GROUND OPERATIONS DOCUMENT CATALOG

## V. Security Inspection Statement

**EUROPEAN AIR TRANSPORT COMMAND**

**SECURITY INSPECTION STATEMENT**

- ➔ Dedicated air terminal security staff representatives are authorized to inspect the content of luggage and cargo shipments when these are offered for air transportation, in respect of presence of forbidden dangerous goods or other forbidden items.
- ➔ To disclose to the sender or owner that the luggage or package was opened, subject of a security check and express the results of the inspection, a security inspection statement is added prior to reclosure of the luggage/package.
- ➔ All luggage and packages that are subjected to a security check, are reclosed using attributes which reveal the security inspection being executed. An air terminal point of contact is added to answer any questions (if they arise).

DATE OF INSPECTION

REF. NUMBER

**COMPLIANCE CHECK**

1. The security inspection has following result

Passed after observation

Passed after Intervention

**INSPECTION / INTERVENTION RESULTS**

2. Following dangerous goods / other forbidden items are discovered and removed;

a.	
b.	
c.	
d.	
e.	

**RECLOSURE**

3. The dangerous goods and other forbidden items are removed as a result of the inspection and the luggage/package is reclosed.

- ➔ The removed items are (temporarily) stored at the air terminal. In order to ship back to the sending unit please provide the air terminal with contact details as soon as possible.
- ➔ If no shipment arrangements are made within 2 months (as of date of inspection), the items removed during the security check are confiscated and offered for disposal.

**Other remarks / particularities**

Name of security checker:

**Paraph:**

EGOM Security inspection statement v1.0  
Security inspection declaration

EATC

Update: 01 Jan 2022





# EATC

## GROUND OPERATIONS DOCUMENT CATALOG

EUROPEAN AIR TRANSPORT COMMAND



Insert contact details of the force structure, ground handling organization or similar body on whose authority the process indicator has been drawn-up.

### SECURITY INSPECTION STATEMENT

- Dedicated air terminal security staff representatives are authorized to inspect the content of luggage and cargo shipments when these are offered for air transportation, in respect of presence of forbidden dangerous goods or other forbidden items.
- To disclose to the sender or owner that the luggage or package was opened, subject of a security check and express the results of the inspection, a security inspection statement is added prior to reclosure of the luggage/package.
- All luggage and packages that are subjected to a security check, are reclosed using attributes which reveal the security inspection being executed. An air terminal point of contact is added to answer any questions (if they arise).

DATE OF INSPECTION

Insert the date

REF. NUMBER

Insert the reference number used by the Air Terminal

COMPLIANCE CHECK

1. The security inspection has following result

Passed after observation

Passed after intervention

INSPECTION / INTERVENTION RESULTS

2. Following dangerous goods / other forbidden items are discovered and removed;

a.  
b.  
c.  
d.  
e.

RECLOSURE

3. The dangerous goods and other forbidden items are removed as a result of the inspection and the luggage/package is reclosed.

- The removed items are (temporarily) stored at the air terminal. In order to ship back to the sending unit please provide the air terminal with contact details as soon as possible.
- If no shipment arrangements are made within 2 months (as of date of inspection), the items removed during the security check are confiscated and offered for disposal.

Other remarks / particularities

Name of security checker:

The name and title (rank) of the person authorized to conduct the security inspection and issue the security inspection statement.

Paraph:

(Signature)



# EATC

## GROUND OPERATIONS DOCUMENT CATALOG

EUROPEAN AIR TRANSPORT COMMAND

AMC 940 Sqn/ Handling

**SECURITY INSPECTION STATEMENT**

- Dedicated air terminal security staff representatives are authorized to inspect the content of luggage and cargo shipments when these are offered for air transportation, in respect of presence of forbidden dangerous goods or other forbidden items.
- To disclose to the sender or owner that the luggage or package was opened, subject of a security check and express the results of the inspection, a security inspection statement is added prior to reclosure of the luggage/package.
- All luggage and packages that are subjected to a security check, are reclosed using attributes which reveal the security inspection being executed. An air terminal point of contact is added to answer any questions (if they arise).

DATE OF INSPECTION

02-04-2024

REF. NUMBER

00224-24

COMPLIANCE CHECK

1. The security inspection has following result

Passed after observation

Passed after intervention

INSPECTION / INTERVENTION RESULTS

2. Following dangerous goods / other forbidden items are discovered and removed;

a.	Camping stove/ fuel container
b.	
c.	
d.	
e.	

example

RECLOSURE

3. The dangerous goods and other forbidden items are removed as a result of the inspection and the luggage/package is reclosed.

- The removed items are (temporarily) stored at the air terminal. In order to ship back to the sending unit please provide the air terminal with contact details as soon as possible.
- If no shipment arrangements are made within 2 months (as of date of inspection), the items removed during the security check are confiscated and offered for disposal.

Other remarks / particularities

Name of security checker:

R. Korporaal

Paraph:

EGOM Security inspection statement v1.0  
Security inspection declaration

EATC

Update: 01 Jan 2022



EATC  
GROUND OPERATIONS DOCUMENT CATALOG

EUROPEAN AIR TRANSPORT COMMAND		
<input type="text"/> <input type="text"/>		
<b>INSPECTION AIR CARGO</b>		
	DATE RECEIPT	<input type="text"/>
	SEQUENCE NUMBER	<input type="text"/>
<b>SHIPMENT <u>NOT</u> READY FOR CARRIAGE</b>		
<p>CONSIGNMENT DOES <u>NOT</u> MEET ALL REQUIREMENTS AND MUST <u>NOT</u> BE PREPARED FOR AIR TRANSPORT</p> <h1 style="text-align: center;">QUARANTINED</h1>		
REASON	<input type="text"/>	
DESTINATION	<input type="text"/>	
TREATED BY	<input type="text"/>	
<p><b>ONLY IF SIGNED BY AN AUTHORIZED PERSON WHO DECLARES THE CONSIGNMENT AIRWORTHY, AIR TRANSPORT OF THE SHIPMENT IS ALLOWED</b></p>		
CLEARED / READY FOR CARRIAGE	<input type="text"/>	
NAME	<input type="text"/>	
<small>EGOM Process Indicators v1.1 STOP</small>	<small>EATC</small>	<small>Update:01 Jan 2019</small>

**W. Process Indicator QUARANTINED**



**EATC  
GROUND OPERATIONS DOCUMENT CATALOG**

EUROPEAN AIR TRANSPORT COMMAND		
Insert unit or handling organization		
<b>INSPECTION AIR CARGO</b>		
	DATE RECEIPT	
	Insert date of delivery	
	SEQUENCE NUMBER	
	Insert unique reference number	
<b>SHIPMENT <u>NOT</u> READY FOR CARRIAGE</b>		
CONSIGNMENT DOES <u>NOT</u> MEET ALL REQUIREMENTS AND MUST <u>NOT</u> BE PREPARED FOR AIR TRANSPORT		
<b>QUARANTINED</b>		
REASON	Insert short description for the reason the shipment is quarantined	
DESTINATION	Insert the airport of destination for the offloading of the aircraft	
TREATED BY	Insert the name of the person responsible for declaring the shipment quarantined	
<b>ONLY IF SIGNED BY AN AUTHORIZED PERSON WHO DECLARES THE CONSIGNMENT AIRWORTHY, AIR TRANSPORT OF THE SHIPMENT IS ALLOWED</b>		
CLEARED / READY FOR CARRIAGE	Insert the date on which the shipment was declared ready for carriage	
NAME	Insert the name of the person authorized and responsible for declaring the shipment ready for carriage	
EGOM Process Indicators v1.1 STOP		EATC Update:01 Jan 2019



EATC  
GROUND OPERATIONS DOCUMENT CATALOG

EUROPEAN AIR TRANSPORT COMMAND		
<b>AMC/ 940 Sqn</b>		
<b>INSPECTION AIR CARGO</b>		
	DATE RECEIPT	<b>04-04-2024</b>
	SEQUENCE NUMBER	<b>00224-24</b>
<b>SHIPMENT <u>NOT</u> READY FOR CARRIAGE</b>		
<p>CONSIGNMENT DOES <u>NOT</u> MEET ALL REQUIREMENTS AND MUST <u>NOT</u> BE PREPARED FOR AIR TRANSPORT</p> <h1 style="text-align: center;">QUARANTINED</h1>		
REASON	<b>Damaged packaging</b>	
DESTINATION	<b>Cologne EDDK</b>	
TREATED BY	<b>R. Korporaal</b>	
<p><b>ONLY IF SIGNED BY AN AUTHORIZED PERSON WHO DECLARES THE CONSIGNMENT AIRWORTHY, AIR TRANSPORT OF THE SHIPMENT IS ALLOWED</b></p>		
CLEARED / READY FOR CARRIAGE		
NAME		
<small>EGOM Process Indicators v1.1 STOP</small>	<small>EATC</small>	<small>Update:01 Jan 2019</small>



# EATC

## GROUND OPERATIONS DOCUMENT CATALOG

### X. ULD Preparation Sheet

<b>MISSION ORDER (A/TMO)</b>	<b>DESTINATION</b>	<b>AIRCRAFT TYPE</b>	<b>AUTHOR</b>
			<b>TEAM MEMBER 2</b>
The author in charge of the cargo being prepared for air transport in accordance with applicable rules and regulations, is obliged to sign the document prior to its release to others. All participating team members (max. 4) must be recorded. Team members must be instructed in respect of their joint responsibility for preparation and consolidation of air cargo shipments.			<b>TEAM MEMBER 3</b>
			<b>TEAM MEMBER 4</b>

Author must use the complete asset identifier (e.g. AKE 96002 NAF) providing data on the type of ULD used, its serial and owner code. Only airworthy ULD meeting the aircraft requirements are to be used. The shelf time of any cargo net (or other equipment) shall not be expired.

LINE	ULD-NUMBER			CARGO DESCRIPTION AND (HANDLING) REMARKS	WEIGHT in KG / LB	PARAPH
	FORMAT: AKE 96002					
	TYPE	NUMBER	OWNER			

The procedures applicable to the use of this document must be followed. Prior to further processing captured data on manifest, MOTOC, etc. the form must be checked for completeness and accuracy upon transfer.





## EATC GROUND OPERATIONS DOCUMENT CATALOG

Number	Item	Explanation
1.	Air transport mission order	Insert the Air Transport Mission Order or similar number (ATMO or other mission reference number) identifying the flight that is planned to execute the transport of the shipment.
2.	Destination	Insert the airport of destination designated for the offloading of the aircraft.
3.	Aircraft type	Insert the (generic) type of aircraft used by the operator to carry out the transfer flight
4.	Author	Insert the name of the air terminal representative responsible for cargo build-up, drawing up the documents and preparation of the shipment for carriage by aircraft.
5.	Team member	Insert the name of the air terminal representative who is appointed as team member for the preparation of the shipment for carriage.
6.	Team member	Insert the name of the air terminal representative who is appointed as team member for the preparation of the shipment for carriage.
7.	Team member	Insert the name of the air terminal representative who is appointed as team member for the preparation of the shipment for carriage.
8.	Line	Insert an increasing asset count on the preparation sheet (starting with the number one, for every ULD used)
9.	Type	Insert the type of ULD used.
10.	Number	Insert the unique number of the ULD used.
11.	Owner	Insert the owner code of the ULD used. Note: The unique ULD code consists of identifiers for the type, code and owner and should be affixed to any ULD used for air cargo preparation to allow identification, manifesting and reporting. Example: AKE 92274 GAF
12.	Cargo description and (handling) remarks	Insert a summarized and accurate description of the cargo. Plain text and/or reference numbers related to the air waybill, a serial shipping container code (SSCC), bar coding, bill of lading, voucher or similar document may be used. If more information is required for preparing the manifest, NOTOC or other documents or indicating special handling requirements, they must be listed on the preparation sheet.
13.	Weight	Cross out either "KG" or "LB" to indicate which weight indication applies and inserts the checked weight after completion of the cargo build up (ULD weight to include restraint and other materials used).
14.	Signature	The entry of the signature of the air terminal cargo representative responsible for the cargo build-up and drawing up the preparation sheet confirms that all the procedures have been applied according to the plan provided by a load control element and performed in compliance with the regulations and that the exchange of information with other stakeholders (such as load control element and/or element responsible for preparing the manifest and NOTOC) has been carried out as required.
15.	Page	Insert the number of this particular page of the preparation sheet (if it consists of more than one preparation sheet).





## EATC GROUND OPERATIONS DOCUMENT CATALOG

16.	Pages	<p>Insert the total number of pages the preparation sheet consists of. Upon transfer, the preparation sheet must be checked for completeness and the quality of the data provided. Other documents and/or references may be attached to the sheet. The author of the document must be able to provide further explanations (if required).</p> <p>The preparation sheet must be archived in a mission folder after completion of the air cargo preparation and build-up and after the release of the preparation sheet to the element or air terminal representative responsible for preparing the manifest and NOTOC. All the reporting required of air terminal representatives with respect to the preparation of the shipment and materials such as ULDs and related equipment used must be carried out. Process indicator documents are used to provide visibility with respect to the degree to which the process has been completed at an air terminal, allow process tracking and quality control and contribute towards maintaining the integrity and security of air cargo shipments. They serve as administrative evidence of cargo being or having to be handed over from one stakeholder to another and allow the compliance of dedicated (national) agencies with the regulations to be validated.</p>
		<p>Note: Air cargo preparation/build-up is considered team work, with the responsibilities being shared among the team members. Cargo build-up must be performed by well-trained personnel. One of the appointed team members acts as the coordinator for monitoring that all activities are performed in compliance with the regulations and for drawing up a preparation sheet that fits the needs for the subsequent preparation of the air cargo manifest and/or NOTOC. Based on quality and flight safety considerations, it is advisable to appoint no more than 4 air terminal representatives to work on a single project/preparation sheet.</p>



# EATC GROUND OPERATIONS DOCUMENT CATALOG

<b>MISSION ORDER (A TMO)</b>	<b>DESTINATION</b>	<b>AIRCRAFT TYPE</b>	<b>AUTHOR</b>
<b>07612-13</b>	<b>OAKB</b>	<b>C-130</b>	<b>Brown</b>
			<b>TEAM MEMBER 2</b>
			<b>Janssen</b>
			<b>TEAM MEMBER 3</b>
			<b>Rozola</b>
			<b>TEAM MEMBER 4</b>

The author in charge of the cargo being prepared for air transport in accordance with applicable rules and regulations, is obliged to sign the document prior to its release to others. All participating team members (max. 4) must be recorded. Team members must be instructed in respect of their joint responsibility for preparation and consolidation of air cargo shipments.

Author must use the complete asset identifier (e.g. AKE 96002 NAF) providing data on the type of ULD used, its serial and owner code. Only airworthy ULD meeting the aircraft requirements are to be used. The shelf life of any cargo net (or other equipment) shall not be expired.

LINE	ULD-NUMBER <small>FORMAT: AKE 99002</small>			CARGO DESCRIPTION AND (HANDLING) REMARKS	WEIGHT in KG / LB	PARAPH
	TYPE	NUMBER	OWNER			
1	AKE	96002	NAF	MILITARY GOODS, 25 BAGS PGU	1285	✍️
2	PLF	92099	FAF	3 X BOX PALLET # 2581, 1723, 1855 ATTN: KANDAHAR	1486	✍️
TEAM: PETRI, FROBELS, GERRITS, BLOM						
3	PBF	01258	GAF	4 X BOX PALLET # 2411, 5688, 9321, 1754 ATTN: KANDAHAR 4 X BOX PALLET # 1798, 3334, 8563, 1988 ATTN: KABUL 4 X COOLBOX # 2711, 3598, 1752, 2257 ATTN: KABUL UN 1845 CL 9 1 X FIBERBOARD BOX #1 ATTN: KANDAHAR PRIO I	2587	✍️

example

The procedures applicable to the use of this document must be followed. Prior to further processing captured data on manifest, NOTOC, etc. the form must be checked for completeness and accuracy upon transfer.

EGOM Preparation sheets v1.0.xlsx  
Prepsheet ULD (example)





**EATC  
GROUND OPERATIONS DOCUMENT CATALOG**

MISSION ORDER (ATMO)	DESTINATION	AIRCRAFT TYPE	AUTHOR	<b>4</b>
<b>1</b>	<b>2</b>	<b>3</b>	TEAM MEMBER 2	<b>5</b>
The author in charge of the cargo being prepared for air transport in accordance with applicable rules and regulations, is obliged to sign the document prior to its release to others. All participating team members (max 4) must be recorded. Team members must be instructed in respect of their joint responsibility for preparation and consolidation of air cargo shipments.			TEAM MEMBER 3	<b>6</b>
			TEAM MEMBER 4	<b>7</b>

**Note:**  
Use this document only for bulk / loose cargo shipments (aircraft types as AN-124, Il-76, etc.)

LINE	ASSET	CARGO DESCRIPTION AND (HANDLING) REMARKS	SHIPPING DOCUMENT	DESTINATION	PRIO / AOG	WEIGHT IN KG / LB	PARAPH
<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>

The procedures applicable to the use of this document must be followed. Prior to further processing captured data on manifest, NOTOC, etc. the form must be checked for completeness and accuracy upon transfer.

Page **16** of **17** pages



## EATC GROUND OPERATIONS DOCUMENT CATALOG

Number	Item	Explanation
1.	Air transport mission order	Insert the Air Transport Mission Order or similar number (ATMO or other mission reference number) identifying the flight that is planned to execute the transport of the shipment.
2.	Destination	Insert the airport of destination designated for the offloading of the aircraft.
3.	Aircraft type	Insert the (generic) type of aircraft used by the operator to carry out the transfer flight
4.	Author	Insert the name of the air terminal representative responsible for cargo build-up, drawing up the documents and preparation of the shipment for carriage by aircraft.
5.	Team member	Insert the name of the air terminal representative who is appointed as team member for the preparation of the shipment for carriage.
6.	Team member	Insert the name of the air terminal representative who is appointed as team member for the preparation of the shipment for carriage.
7.	Team member	Insert the name of the air terminal representative who is appointed as team member for the preparation of the shipment for carriage.
8.	Line	Insert an increasing asset count on the preparation sheet (starting with the number one, for every ULD used)
9.	Asset	Insert the type and number of the ULD, dolly or other means for temporarily storing and transporting the shipment to the aircraft, allowing identification of the (part) load described on the preparation sheet.
10.	Cargo description and (handling) remarks	Insert a summarized and accurate description of the cargo. Plain text and/or reference numbers related to the air waybill, a serial shipping container code (SSCC), bar coding, bill of loading, voucher or similar document may be used. If more information is required for preparing the manifest, NOTOC or other documents or indicating special handling requirements, they must be listed on the preparation sheet.
11.	Shipping document	Insert a number identifying the cargo shipment (if required) to identify the part load consolidated in temporary storage and/or on the means of transport carrying it to the aircraft.
12.	Destination	Insert the (final) destination of the cargo shipment (place or location) if it is not the airport of destination.
13.	Priority/AOG	Insert the priority of the shipment or separate packages if non routine handling is required (e.g., AOG, PRIO1, PRIO2).



## EATC GROUND OPERATIONS DOCUMENT CATALOG

14.	Weight	Cross out either “KG” or “LB” to indicate which weight indication applies and inserts the checked weight after completion of the cargo build up (ULD weight to include restraint and other materials used).
15.	Signature	The entry of the signature of the air terminal cargo representative responsible for the cargo build-up and drawing up the preparation sheet confirms that all the procedures have been applied according to the plan provided by a load control element and performed in compliance with the regulations and that the exchange of information with other stakeholders (such as load control element and/or element responsible for preparing the manifest and NOTOC) has been carried out as required.
16.	Page	Insert the number of this particular page of the preparation sheet (if it consists of more than one preparation sheet).
17.	Pages	<p>Insert the total number of pages the preparation sheet consists of. Upon transfer, the preparation sheet must be checked for completeness and the quality of the data provided. Other documents and/or references may be attached to the sheet. The author of the document must be able to provide further explanations (if required).</p> <p>The preparation sheet must be archived in a mission folder after completion of the air cargo preparation and build-up and after the release of the preparation sheet to the element or air terminal representative responsible for preparing the manifest and NOTOC. All the reporting required of air terminal representatives with respect to the preparation of the shipment and materials such as ULDs and related equipment used must be carried out. Process indicator documents are used to provide visibility with respect to the degree to which the process has been completed at an air terminal, allow process tracking and quality control and contribute towards maintaining the integrity and security of air cargo shipments. They serve as administrative evidence of cargo being or having to be handed over from one stakeholder to another and allow the compliance of dedicated (national) agencies with the regulations to be validated.</p>
<p>Note: Air cargo preparation/build-up is considered team work, with the responsibilities being shared among the team members. Cargo build-up must be performed by well-trained personnel. One of the appointed team members acts as the coordinator for monitoring that all activities are performed in compliance with the regulations and for drawing up a preparation sheet that fits the needs for the subsequent preparation of the air cargo manifest and/or NOTOC. Based on quality and flight safety considerations, it is advisable to appoint no more than 4 air terminal representatives to work on a single project/preparation sheet.</p> <p>Upon transfer, the preparation sheet must be checked for completeness and the quality of the data provided. Other documents and/or references may be attached to the sheet. The author of the document must be able to provide further explanations (if required). The preparation sheet must be archived in a mission folder after completion of the air cargo preparation and build-up and after the release of the preparation sheet to the element or air terminal representative responsible for preparing the manifest and NOTOC. All the reporting required of air terminal representatives in respect of preparation of the shipment, equipment used, etc. must be carried out (see Chapter 9). Process indicator documents are used to provide visibility with respect to the degree to which the process has been completed at an air terminal, allow process tracking and quality control and contribute towards maintaining the integrity and security of air cargo shipments. They serve as administrative evidence of cargo being or having to be handed over from one stakeholder to another and allow validation of compliance to the regulations by dedicated (national) agencies.</p>		



# EATC GROUND OPERATIONS DOCUMENT CATALOG

<b>MISSION ORDER (A/TMO)</b>	<b>DESTINATION</b>	<b>AIRCRAFT TYPE</b>	<b>AUTHOR</b>
05879-13	KABUL	IL-76	Brown
The author in charge of the cargo being prepared for air transport in accordance with applicable rules and regulations, is obliged to sign the document prior to its release to others. All participating team members (max 4) must be recorded. Team members must be instructed in respect of their joint responsibility for preparation and consolidation of air cargo shipments.			<b>TEAM MEMBER 2</b>
			Janssen
			<b>TEAM MEMBER 3</b>
			Rozola
			<b>TEAM MEMBER 4</b>

**Note:**  
Use this document only for bulk / loose cargo shipments (aircraft types as AN-124, IL-76, etc.)

LINE	ASSET	CARGO DESCRIPTION AND (HANDLING) REMARKS	SHIPPING DOCUMENT	DESTINATION	PRIO / AOG	WEIGHT IN KG / LB	PARAPH
1	PBP18932	1 x BOX PALLET	024625	KANDAHAR	PRIO 1	256	<i>[Signature]</i>
2		1 X STEEL BOX	02924	DEH RAWOD	AOG	44	<i>[Signature]</i>
3		1 X BOX PALLET	01478	KANDAHAR		178	<i>[Signature]</i>
4	PBF02333	1 x PALLET NOT RESTRICTED	85996	MINHAD		285	<i>[Signature]</i>
5		1 x BOX PALLET UN 3166 CL 9	38441	KANDAHAR		195	<i>[Signature]</i>
6		1 x BOX PALLET #3874, 22933, 86755, 22375 73891, 17751	—	KANDAHAR		255	<i>[Signature]</i>
TEAM CHANGE: PETRI, FROBELS, GERBRITS, BLOM							
7	PLF02578	1 x BOX PALLET #02222, 42311, 86618		MINHAD		325	<i>[Signature]</i>
8		4 x COOLBOX #2711, 53598, 51752, 92257 TEMPERATURE CONTROLLED SHIPMENT / KEEP OUT OF SUN		KABUL		96	<i>[Signature]</i>
example							

The procedures applicable to the use of this document must be followed. Prior to further processing captured data on manifest, NOTOC, etc. the form must be checked for completeness and accuracy upon transfer.



# EATC GROUND OPERATIONS DOCUMENT CATALOG

## Z. Process Indicator Outbound



EUROPEAN AIR TRANSPORT COMMAND		
<b>INSPECTION AIR CARGO</b>		
DATE DELIVERY <input style="width: 100%;" type="text"/>		AIR TERMINAL LOCATION <input style="width: 100%;" type="text"/>
SEQUENCE NUMBER <input style="width: 100%;" type="text"/>		AIRCRAFT TYPE <input style="width: 100%;" type="text"/>
<b>OUTBOUND CARGO</b>		
<b>SHIPMENT READY FOR CARRIAGE</b>		
<h1 style="margin: 0;">DESTINATION</h1>		
MISSION NBR (ATMO)		
DATE FLIGHT		
DESTINATION		
REMARKS		
CLEARED FOR ABOVE MISSION		
NAME		

Egom Process Indicators v1.1  
Destination (out) EATC Update: 01 Jan 2019





# EATC GROUND OPERATIONS DOCUMENT CATALOG

EUROPEAN AIR TRANSPORT COMMAND		
<input type="text"/> <b>Insert the unit or organization</b>		
INSPECTION AIR CARGO		
DATE DELIVERY <input type="text"/> <b>Insert the date</b>		AIR TERMINAL LOCATION <input type="text"/> <b>Insert the landside location</b>
SEQUENCE NUMBER <input type="text"/> <b>Insert a unique reference number</b>		AIRCRAFT TYPE <input type="text"/> <b>Insert aircraft type to carry out the transport</b>
OUTBOUND CARGO		
SHIPMENT READY FOR CARRIAGE		
<h1>DESTINATION</h1>		
MISSION NBR (ATMO)	<input type="text"/> <b>Insert ATMO or similar number</b>	
DATE FLIGHT	<input type="text"/> <b>Insert the date of the flight</b>	
DESTINATION	<input type="text"/> <b>Insert the airport of destination</b>	
REMARKS	<input type="text"/> <b>Insert special information of importance for handling the shipment</b>	
CLEARED FOR ABOVE MISSION	<input type="text"/> <b>Insert the date on which the shipment was cleared for transport</b>	
NAME	<input type="text"/> <b>Insert the name of the person responsible for allowing the release of the shipment</b>	

EGOM Process Indicators v1.1  
Destination (out)

EATC

Update:01 Jan 2019



**EATC**  
**GROUND OPERATIONS DOCUMENT CATALOG**

EUROPEAN AIR TRANSPORT COMMAND		
<input style="width:90%;" type="text" value="AMC/ 940 Sqn"/>		
<b>INSPECTION AIR CARGO</b>		
DATE DELIVERY		AIR TERMINAL LOCATION
<input style="width:90%;" type="text" value="02-04-2024"/>		<input style="width:90%;" type="text" value="Eindhoven"/>
SEQUENCE NUMBER		AIRCRAFT TYPE
<input style="width:90%;" type="text" value="22-2024"/>		<input style="width:90%;" type="text" value="A400M"/>
<u>OUTBOUND CARGO</u>		
<b>SHIPMENT READY FOR CARRIAGE</b>		
<h1>DESTINATION</h1>		
MISSION NBR (ATMO)	<input style="width:90%;" type="text" value="00022-24"/>	
DATE FLIGHT	<input style="width:90%;" type="text" value="06-04-2024"/>	
DESTINATION	<input style="width:90%;" type="text" value="Cologne"/>	
REMARKS	<div style="border: 1px solid black; height: 80px; display: flex; align-items: center; justify-content: center;"><span style="font-size: 2em; color: red; transform: rotate(-5deg); border: 1px solid red; padding: 5px;">example</span></div>	
CLEARED FOR ABOVE MISSION	<input style="width:90%;" type="text" value="03-04-2024"/>	
NAME	<input style="width:90%;" type="text" value="A.Brown"/>	



# EATC GROUND OPERATIONS DOCUMENT CATALOG

## AA. Process Indicators Inbound

EUROPEAN AIR TRANSPORT COMMAND		
<input type="text"/>		
<input type="text"/>		
<b>INSPECTION AIR CARGO</b>		
	BILL OF LOADING	<input type="text"/>
	SEQUENCE NUMBER	<input type="text"/>
<u>INBOUND CARGO</u>		
<b>SHIPMENT IN TRANSFER</b>		
<h1>ARRIVAL / FROM</h1>		
MISSION NBR (ATMO)	<input type="text"/>	
SENDING STATION	<input type="text"/>	
DESTINATION	<input type="text"/>	
REMARKS	<input type="text"/>	
CLEARED FOR TRANSPORT	<input type="text"/>	
NAME	<input type="text"/>	

EGOM Process Indicators v1.1  
Departure (In)

EATC

Update:01 Jan 2017



**EATC  
GROUND OPERATIONS DOCUMENT CATALOG**

EUROPEAN AIR TRANSPORT COMMAND		
<b>Insert the unit or organization responsible for drawing-up the process indicator</b>		
<b>INSPECTION AIR CARGO</b>		
	BILL OF LADING	<b>Insert the reference number (Air way bill, manifest etc)</b>
	SEQUENCE NUMBER	<b>Insert the unique reference number to allow tracking of the shipment</b>
<b>SHIPMENT IN TRANSFER</b>		
<h1>ARRIVAL / FROM</h1>		
MISSION NBR (ATMO)	<b>Insert the ATMO or similar mission number</b>	
SENDING STATION	<b>Insert the shipment's sending station</b>	
DESTINATION	<b>Insert the final destination</b>	
REMARKS		
<b>Insert any special information of importance for handling the shipment</b>		
CLEARED FOR TRANSPORT	<b>Insert the date on which the shipment was cleared</b>	
NAME	<b>Insert the name of person responsible for allowing the release of this shipment</b>	



**EATC  
GROUND OPERATIONS DOCUMENT CATALOG**

EUROPEAN AIR TRANSPORT COMMAND		
<b>AMC/940 Sqn</b>		
<b>INSPECTION AIR CARGO</b>		
	BILL OF LOADING	<b>00224-24</b>
	SEQUENCE NUMBER	<b>33-24</b>
	<b>INBOUND CARGO</b>	
<b>SHIPMENT IN TRANSFER</b>		
<h1>ARRIVAL / FROM</h1>		
MISSION NBR (ATMO)	<b>0022-24</b>	
SENDING STATION	<b>EDDK- Cologne</b>	
DESTINATION	<b>Oirschot</b>	
REMARKS		
CLEARED FOR TRANSPORT	<b>03-04-2024</b>	
NAME	<b>R. Korporaal</b>	



# EATC GROUND OPERATIONS DOCUMENT CATALOG

## BB. Pallet tag Dangerous Goods Front & Back

Handling Unit <input type="radio"/>		Destination	
IATA ID-code		ULD owner code	
Loaded at	Flight	Date	Position on A/C
Transship station	Flight	Date	Position on A/C
Total weight (in kg or lb)		Contents	Volume code
		Height (in cm or inch)	
Remarks			
Departure time _____ Gate _____		A/C Registration _____	
<i>There is no evidence that any damage or leaking packages containing dangerous goods have been loaded on/in this ULD</i>			
Name _____		Signature _____	

### HAZARD LABELS AND CODING

	RF1 RF2 RF3 RF4 RF5 RF6		RF-S		RF1 RF2 RF3 RF4 RF5 RF6		RF1 RF2 RF3 RF4 RF5 RF6
	RE1 RE2 RE3		RE-S		RI-S		RI1 RI2 RI3 RI4 RI5 RI6
	RF-G		RF-W		RF-FI1 RF-FI2 RF-FI3 RF-FI4 RF-FI5 RF-FI6		RI1 RI2 RI3 RI4 RI5 RI6
	RF-G RCL		ROX		RI1 RI2 RI3 RI4 RI5 RI6		RCL
	RF-G		ROF		RF-M		CAO
	RF-L		RI-S		RF-H		RF-S

**Radioactive Material, Excepted Package**  
 UN \_\_\_\_\_  
 The information for this package must not appear on the shipping label or on the transport document.

**In case of damage, encircle label(s) and insert UN Number(s)...**



# EATC GROUND OPERATIONS DOCUMENT CATALOG

Handling Unit <span style="float: right;">○</span>		Destination	
<b>1</b>		<b>2</b>	
IATA ID-code		ULD owner code	
<b>3</b>		<b>4</b>	
<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>
<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>
Loaded at	Flight	Date	Position on A/C
<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
Transship station	Flight	Date	Position on A/C
<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>
Total weight (in kg or lb)		Contents	Volume code
<b>14</b>		<b>15</b>	<b>16</b>
		Height (in cm or inch)	
		<b>17</b>	
Remarks			
<b>18</b>			
Departure time	<b>19</b>	Gate	<b>20</b>
		A/C Registration	
		<b>21</b>	
<small><i>There is no evidence that any damaged or leaking packages containing dangerous goods have been loaded on/in this ULD</i></small>			
Name		Signature	
<b>22</b>		<b>23</b>	

EGOM ULD pallet tags v4.5 2022 with sros  
ULD tag (DG front) 4.0
EATC
Update: 01 Jan 2022



## EATC GROUND OPERATIONS DOCUMENT CATALOG

Number	Item	Explanation	
1.	Handling Unit	Force structure, ground handling organization or similar body on whose authority the pallet label has been drawn up. Example: BAF, FAF, GAF, RNLAf	
2.	Destination	Insert airport of destination (aircraft unloading) by ICAO code.	
3.	IATA ID code	Insert type of ULD used by its common civil code (IATA) or specific military identifier. Examples: AAF, ABJ, AKE, AKN, AKS, ALF, AVE, LUG, RKN, H20, HCU, PAG, PAJ, PBA, PBF, PLA, PLB, PLF, PMC, LOX, T2, T3, etc.	
4.	ULD owner code	Insert the code of the owner of the ULD used. It consists of 3 characters. Examples: BAF (Belgian Air Force), FAF (French Air Force), GAF (German Air Force), NAF (Royal Netherlands Air Force).	
5.	ULD code	Insert the serial number of a ULD. Generically it shows the production year of the asset (first 2 digits) and last numeric part of the serial number (3 digits). ULDs are identified by the code set affixed to them. Using this identifier code for ULD tagging supports ULD tracing on behalf of the owner nations. This benefits stock management, station stock control, repositioning and retrieval of assets used to the rightful owner.	
6.	Loaded at	Insert airport of departure (aircraft loading) by ICAO code.	
7.	Flight	Insert the unique number of the air cargo manifest (preferably ATMO or other national mission number).	
8.	Date	Insert the date of departure of the aircraft (format dd-mm-yyyy).	
9.	Position on A/C	Insert the actual position of the ULD on board the aircraft (optional).	
10.	Tranship station	Insert airport of transshipment (aircraft unloading, transfer and aircraft loading) by ICAO code (optional).	
11.	Flight	Insert the unique number of the air cargo manifest (preferably ATMO or other national mission number) when the shipment is transferred to another aircraft (optional).	
12.	Date	Insert the date of departure (format dd-mm-yyyy) of the aircraft to which the shipment is transferred (optional).	
13.	Position on A/C	Insert the actual position of the ULD on board the aircraft to which the shipment is transferred (optional).	
14.	Total weight (in kg)	Insert the weight and weight indication used on the ULD tag (operator-dependent). Indicate weight either in kilograms (kg) or pounds (lb). If pounds are used, delete "(in kg)".	
15.	Contents	Insert the dangerous goods by IMP code including class, packed in/on the ULD. If the number of DG codes does not fit the box, the remarks field may be used (18). Example: RFL – 3, RFG – 2.1, RXS – 1.4S, RMD – 9, etc.	
16.	Volume code	Insert the volume code used for this shipment (optional).	
17.	Height (in cm)	Insert the height of the ULD (optional).	
18.	Remarks	Insert any remarks of importance for the shipment. If the IMP code of the dangerous goods packed in/on the ULD does not fit in textbox (15), the remarks field may be used.	
19.	Departure time	Insert the (planned) time of departure of the aircraft (optional).	
20.	Gate	Insert the gate of departure of the aircraft when DG shipments need to be loaded just-in-time (JIT) prior to	





## EATC GROUND OPERATIONS DOCUMENT CATALOG

		departure of the aircraft (optional).	
21.	A/C registration	Insert the tail number of the aircraft (optional).	
22.	Name	Insert the name of the author who is responsible for preparing the document and correctly presenting the required information on the ULD tag.	
23.	Signature	Enter the signature of the author of the ULD tag.	
24.	Hazard labels	Encircle the respective hazard label(s) in the event of damage.	
25.	Radioactive material, excepted package	Encircle and insert the label information when this DG commodity is found to be damaged.	
26.	REQ	Encircle and insert the label information when this DG commodity is found to be damaged.	
27.	UN-number(s)	Insert the UN numbers of the dangerous goods found to be damaged (in that case, the respective hazard labels are circled).	
.....	Optional fields	The ULD tag for DG is adapted from civil aviation. The use of some fields on the tag is not mandatory and is dictated by local regulations or airport procedures.	



# EATC GROUND OPERATIONS DOCUMENT CATALOG

Handling Unit <b>AMC Eindhoven</b>		Destination <b>MAJI GAO</b>							
IATA ID-code <b>H C U</b>		ULD owner code <b>N A F</b>							
<b>9</b>		<b>9</b>		<b>0</b>		<b>0</b>		<b>5</b>	
Loaded at <b>EHEH</b>	Flight <b>12098-21</b>	Date <b>01-02-2022</b>	Position on A/C						
Transship station	Flight <b>MMU 14001</b>	Date <b>2-2-2022</b>	<b>lower</b>						
Total weight KG <b>1505</b>		Contents <b>General Cargo</b>	Volume code						
		Height (in cm or inch) <b>120 cm</b>							
Remarks  <b>AmoP6 related DG</b>									
Departure time <b>06.00</b>	Gate	A/C Registration <b>T-57</b>							
<i>There is no evidence that any damaged or leaking packages containing dangerous goods have been loaded on/in this ULD</i>									
Name <b>H. Olander</b>		Signature 							



# EATC GROUND OPERATIONS DOCUMENT CATALOG

## CC. Pallet tag / Container Identifier General Cargo

PALLET / CONTAINER IDENTIFIER			
WEIGHT		HEIGHT	
LB		INCH	
KG		CM	
MISSION NUMBER			
TO			
FROM			
PLT. / CONT. IDENTIFIER			
CHECKED BY		DATE	

Egom



# EATC GROUND OPERATIONS DOCUMENT CATALOG

PALLET / CONTAINER IDENTIFIER		
<b>WEIGHT</b>	<b>HEIGHT</b>	
<b>Insert the weight in either</b> LB Pounds	<b>Insert the height in either</b> INCH Inch	
KG Kilograms	CM Centimeter	
<b>MISSION NUMBER</b> Insert the mission number (ATMO or similar mission reference number)		
<b>TO</b> Insert the identifier code of airport where the cargo is unloaded from the aircraft		
<b>FROM</b> Insert the identifier code of the airport where the cargo is loaded onto the aircraft		
<b>PLT. / CONT. IDENTIFIER</b> Insert type of ULD by IATA/ military identifier code		
	Insert aircraft type	
<b>CHECKED BY</b>	<b>DATE</b>	
Insert signature or initials	Insert date	

EGOM



# EATC GROUND OPERATIONS DOCUMENT CATALOG

PALLET / CONTAINER IDENTIFIER			
WEIGHT		HEIGHT	
LB		INCH	
KG	<b>400</b>	CM	<b>200</b>
MISSION NUMBER	<b>0022-24</b>		
TO	<b>EDDK Cologne</b>	<b>example</b>	
FROM	<b>EHEH Eindhoven</b>		
PLT. / CONT. IDENTIFIER	<b>HCU NAF 99005</b>		
<b>A</b>	<b>4</b>	<b>0</b>	<b>0</b>
CHECKED BY		DATE	
<b>R. Korporaal</b>		<b>02-04-2024</b>	

EGOM



# EATC GROUND OPERATIONS DOCUMENT CATALOG

DD. Pallet / Container tag **EMPTY**

PALLET / CONTAINER IDENTIFIER			
WEIGHT	HEIGHT		
LB	INCH		
KG	CM		
MISSION NUMBER			
TO			
FROM			
PLT. / CONT. IDENTIFIER			
CHECKED BY		DATE	

**EMPTY**

EGOM



# EATC GROUND OPERATIONS DOCUMENT CATALOG

## EE. Pallet / Container tag Unserviceable

<b>PALLET / CONTAINER WEIGHT</b>			
<b>DO NOT USE UNSERVICEABLE</b>			
KG / LB			
<b>MISSION NUMBER</b>			
<b>TO</b>			
<b>FROM</b>			
<b>PALLET/CONT. ID</b>			
<b>REMARKS</b>			

EGOM



# EATC GROUND OPERATIONS DOCUMENT CATALOG

<b>PALLET / CONTAINER WEIGHT</b>			
<b>DO NOT USE UNSERVICABLE</b>			
	<b>1</b>	KG / LB	
<b>MISSION NUMBER</b>	<b>2</b>		
<b>TO</b>	<b>3</b>		
<b>FROM</b>	<b>4</b>		
<b>PALLET/CONT. ID</b>	<b>5</b>		
	<b>6</b>		
<b>REMARKS</b>	<b>7</b>		

BRDM





## EATC GROUND OPERATIONS DOCUMENT CATALOG

Number	Item	Explanation	
1.	Weight indication (primary)	Insert weight and primary weight indication used on the ULD tag (operator dependant). Indicate either kilograms (kg) or pounds (lb).	
2.	Mission number	Insert Air Transport Mission Number (ATMO, air waybill or similar mission reference number.	
3.	Airport of destination	Insert identifier code of airport where the ULD/bulk cargo is unloaded of the aircraft.	
4.	Airport of departure	Insert identifier code of airport where ULD/bulk cargo is uploaded on the aircraft.	
5.	Pallet or container type	Insert type of ULD type by IATA/military identifier code.	
6.	Aircraft type	Additional fields can be used to indicate the type of aircraft concerned when there are changes in the types of aircraft used.	
7.	Remarks	Insert special remarks such as "FIT TO FLY when EMPTY", "offered for repair", location of damage, date, etc.	



EATC  
GROUND OPERATIONS DOCUMENT CATALOG

<b>PALLET / CONTAINER WEIGHT</b>			
<b>DO NOT USE UNSERVICEABLE</b>			
112		KG	
<b>MISSION NUMBER</b>	012458-21		
<b>TO</b>	Mali GAO GAGO		
<b>FROM</b>	Germany Koln ETSW		
<b>PALLET/CONT. ID</b>	RKN99005GAF		
A	3	3	0
<b>REMARKS</b>	Left corner damage		

EGOM



# EATC GROUND OPERATIONS DOCUMENT CATALOG

## FF. Air Cargo Manifest

EATC MANIFEST MILITARY AIR TRANSPORT SERVICE CARGO MANIFEST									
Serial no.		ATMO no.					Nr. of this page		1
							Nr. of pages		1
Aircraft		Flight number		Airfield departure (from)		Date			
Type	Registration								
				Airfield destination (to)					
Code-name	ULD			Nr. of pieces	Weight (gross)	Numbers and Contents			
	Type	Code	Owner						
Total number of pieces (on this page)					Total Weight (on this page)				
Final number of pieces (on all pages) →					← Final weight (on all pages)				
All cargo on this manifest has been checked. Manifest prepared by:					All items listed on this manifest have been loaded:				
Name and Rank					Name, rank and Signature:				
Signature					All items on this manifest have been received except as circled and noted on reverse hereof:				
					Name, rank and signature:				

Cargo manifest v3.0

EATC

V2.0  
Update: 01 Jan 2019



# EATC GROUND OPERATIONS DOCUMENT CATALOG

**1**

**EATC MANIFEST**  
**MILITARY AIR TRANSPORT SERVICE**  
**CARGO MANIFEST**

Serial no.	ATMO no.
2	29

Nr. of this page	3
Nr. of pages	4

Aircraft		Flight number		Airfield departure (from)		Date	
Type	Registration			8	9		
5	6		7		10	11	
		ULD		Nr. of pieces	Weight (gross)	Numbers and Contents	
Code-name	Type	Code	Owner				
13	14	15	16	17	18	19	
Total number of pieces (on this page)				20	21	Total Weight (on this page)	24
Final number of pieces (on all pages) →				22	23	← Final weight (on all pages)	
All cargo on this manifest has been checked. Manifest prepared by:				All items listed on this manifest have been loaded:			
25				27			
Name and Rank				Name, rank and Signature:			
Signature				All items on this manifest have been received except as circled and noted on reverse hereof:			
26				28			
				Name, rank and signature:			

Cargo manifest v3.0
EATC
V2.0  
Update: 01 Jan 2019



## EATC GROUND OPERATIONS DOCUMENT CATALOG

Number	Item	Explanation
1.	Logo / Emblem	This field offers an option to add a logo or emblem of the organization, unit, exercise, etc. (e-template only!)
2. / 29.	Serial number / ATMO number	Insert a unique reference number identifying the mission conducting the transport of the manifested air cargo (preferably ATMO or other number allowing cross referencing with (national) systems able to further identify the cargo.
3.	Number of this page	Insert the number of this particular page of the manifest
4.	Number of pages	Insert the total number of pages the consists of (only if the electronic version of the manifest is <u>not</u> used) The value in cell 3 is automatically generated on the basis of the information provided in entry 2 on all <u>used</u> pages of the manifest. The total number of pages used in compiling the manifest and the sequence number of a single page enable identification of the number of copies belonging to the document and their related sequence. This allows clarification of specific mission/shipment details.
5.	Aircraft type	Insert the (generic) type of aircraft used by the operator to carry out the transport.
6.	Aircraft registration	Insert the tail number of the aircraft.
7.	Flight number	Insert the flight number (e.g. aircraft call sign) the cargo manifest is used for. When using the e-manifest the flight number is only to be entered on the first page. It is subsequently presented on all pages of the manifest.
8.	Airfield departure (From) ICAO	Insert the ICAO identifier of the airport of departure. Example: LFPG (Paris Charles de Gaulle) When the electronic manifest is used, a set of standard airport default values can be selected using a drop-down menu. If an airport identifier is not available by default, the e-manifest provides an option to directly insert these airport data. The airport ID is subsequently presented on all pages of the manifest. To limit the values presented in the drop-down menu, enter first character of ICAO code (example "K"). This limits the drop-down menu starting entries with "K".
9.	Airfield departure (From) ICAO	Insert the airport location of departure (name/location of airfield). Example: Paris Charles de Gaulle for LFPG <u>Note:</u> When the ICAO ID is selected from the drop-down menu, the airfield location will automatically be filled in. If the airport identifier is not available, also the name/location of the airport must be inserted by hand. When using the electronic manifest, the airport of departure data (from) has to be entered on the first page only. It is subsequently presented on all pages of the manifest.
10.	Airfield destination (To) ICAO	Insert the ICAO identifier of the airport of destination. Example: EDDK (Cologne/Bonn) <u>Note:</u> When the electronic manifest is used, a set of standard airport default values can be selected using a drop-down menu. If an airport identifier is not available by default, the e-manifest provides an option to directly insert these airport data. The airport ID is subsequently presented on all pages of the manifest. To limit the values presented in the drop-down menu, enter first character of ICAO code (example "K"). This limits the drop-down menu starting entries with "K".



## EATC GROUND OPERATIONS DOCUMENT CATALOG

11.	Airfield destination (To) location	<p>Insert the airport location of destination (name/location of airfield). Example: Cologne/Bonn for EDDK</p> <p><u>Note:</u> When the ICAO ID is selected from the drop-down menu, the airfield location will automatically be filled in. If the airport identifier is not available, also the name/location of the airport must be inserted by hand. When using the electronic manifest the airport of destination data (to) is to be entered on the first page only. It is subsequently presented on all pages of the manifest.</p>
12.	Date	<p>Insert the date of departure of the aircraft (format dd-mm-yyyy). <u>Note:</u> When using the electronic manifest, the date is only to be entered on the first page. It is subsequently presented on all pages of the manifest.</p> <p>All shipments must be described in such a way on the manifest (fields 12 to 18) that they can be clearly recognized and allow proper identification by dedicated agencies/bodies involved in handling air cargo and tasks related to import and export of these (military) commodities (e.g. aircrew, ground handling and others). Considering the limited space available on a manifest, used abbreviations must be distinctive in their description. In other cases plain text has to be used. All provisions arising from international law and other (inter)national regulations must be taken into account while preparing the document.</p>
13.	Code name	<p>Insert a code-name providing a generic (short) description of the cargo. The code-name provides a generic (short) description of the cargo or its principal components. A consolidated shipment (packed together in/on one ULD) may be listed by more than one code-name when it consists of different types of cargo. The short name is an indicator for the sending/receiving station that allows the activities required for offloading/handling specific cargo shipments to be planned at an early stage, upon receipt of the manifest. It provides a quick and generic reference if special handling instructions based on national rules and regulations, local conditions, safety, security, cold chain management requirements, etc. have to be followed. It also provides a first indication to aircrews and others involved in handling or transferring the shipment and processing it in that part of the supply chain directly related to its air transport (e.g., position on board the aircraft, customs).</p> <p>The classification/short name that matches the generic description of the cargo the closest must be used. More code-names may be used to identify the principal components in a consolidated shipment. They should provide a quick and generic reference if special handling instructions based on national rules and regulations, local conditions, safety, security, cold chain management requirements, etc. have to be followed.</p>
14.	ULD type	<p>Insert ULD type used by the common civil code (IATA) or specific military identifier. Examples: AAF, ABJ, AKE, AKN, AKS, ALF, AVE, LUG, RKN, H20, HCU, PAG, PAJ, PBA, PBF, PLA, PLB, PLF, PMC, LOX, T2, T3, etc.</p> <p>If the consignment is shipped as bulk cargo, use the term "LOOSE".</p> <p>ULDs are important assets used in air transport (AT) to consolidate cargo and baggage so that they can be handled and moved in a timely, safe, quick and cost-effective manner. If ULDs are used to consolidate shipments, a short description of the ULDs shall be entered on the manifest to identify the aircraft pallet or container used. The purpose of recording this data is to clarify where these assets are located. It allows priorities to be set for handling ULDs or returning these scarce and expensive assets to their rightful owner(s). The unique asset code attached to a ULD identifies its type, registration number and the (operator) nation or carrier owning it.</p>



## EATC GROUND OPERATIONS DOCUMENT CATALOG

15.	ULD code	Insert the serial number of a ULD. Generically it shows the production year of the asset (first 2 digits) and last numeric part of the serial number (3 digits).
16.	ULD Owner	Insert the owner code of the used ULD. It consists of 3 digits.
17.	Number of items	<p>Insert the number of packages to which the description on the manifest applies</p> <p>Loose items. When the shipment consists of loose cargo, the number of loose items must be entered. Example: "20" (when 20 duffel bags are loaded loose in an aircraft)</p> <p>Consolidated shipment; When cargo is packed together or consolidated in/on an aircraft container or aircraft pallet, only that single ULD must be listed. Example: "1" (when 40 duffel bags are packed in/on one single ULD)</p>
18.	Weight (gross)	<p>Insert checked gross weight of the outer package (ULD) or loose items either in kilogram (kg) or pounds (lb).</p> <p>Only checked gross weights are to be used on the manifest. The weight listed for every consolidated shipment packed together in/on one ULD, box pallet, etc. is the sum of the (outer) package (e.g. ULD, box pallet, etc.) including goods and all additional materials used for packaging (nets, straps, shoring, etc.). The declared weight is a critical element for weight and balance calculations and flight safety issues related to the aircraft. Depending on the type of aircraft and country of production concerned, (military) operators use a weight indication either in kilogram (kg) or pounds (lb). As 1 kilo equals 2,205 pound and the correct understanding of the weight of individual ULDs and the total load is vital, only actual <u>checked</u> weights are to be entered.</p>
19.	Number and contents	<p>A complete and accurate description of the cargo shipped is mandatory. Plain text and/or reference numbers related to the air waybill, a serial shipping container Code (SSCC), bill of loading, voucher or similar documents may be used.</p> <p>The information provided shall allow a shipment to be identified and checked by competent authorities and must meet the minimum requirements specified in (inter)national legislation and/or other regulations (import/export references, dangerous goods, live animals, etc.).</p> <p>Information related to security, health and safety, including special handling instructions, that benefits the handling of a shipment by the ground handling organization may be provided. As long as the minimum requirements concerning the cargo are met, additional information may be added to meet other needs.</p> <p>Examples:</p> <p><b>Dangerous goods (DG);</b> Dangerous goods are to be specified according the IATA dangerous goods regulations or the applicable military regulations. When dangerous goods are shipped, reference statements should be made on the manifest;</p> <p>UN number(s), including hazard class/division (some nations require text in red). "Dangerous goods as per attached shipper's declaration". "Dangerous goods as per attached shipper's DGD – Cargo Aircraft Only".</p> <p>Carbon dioxide/dry-ice (UN1845) used for cooling perishable shipments must be clearly indicated on the manifest as this might affect the health and safety of personnel unloading an aircraft (displaces oxygen in a closed aircraft hold).</p> <p>Vehicles are classified as dangerous goods. If they cannot be unloaded by being driven (damage), this must be stated on the manifest to allow the ground handling organization to make necessary arrangements.</p> <p><u>Note:</u> Information regarding dangerous goods loaded on board an aircraft are listed on a notice to captain (NOTOC). All legal requirements, international, state and operator</p>



## EATC GROUND OPERATIONS DOCUMENT CATALOG

		<p>variations regarding the use of the NOTOC when special cargo is involved must be observed.</p> <p>Mail: A mail shipment is considered a priority item and special handling instructions related to security and rapid treatment apply. If mail is transported, it must be clearly indicated on the manifest. The manifest must also state how many packages are involved and its final destination. Customs: The reference number(s) of import/export documents that belong to the cargo shipment should be entered on the manifest.</p> <p>Special handling instructions: If any special handling instructions should be taken into consideration in the handling of a shipment (loading, unloading, warehousing, etc.), ground handling agencies are advised to provide this information on the manifest.</p> <p>Additional information: To meet national requirements, additional information may be provided in the “number and contents” field of the manifest. Action must be taken, however, to ensure that the document remains legible and that the data provided does not lead to confusion. Examples:</p> <ul style="list-style-type: none"> <li>• position of the ULDs in the cargo hold of the aircraft (if known)</li> <li>• number of the ATR</li> <li>• number of items packed together in/on a consolidated package (ULD)</li> <li>• consignee of the packages</li> </ul> <p><u>Note:</u> The manifest is considered a shipping document between airports. Excessive data that is irrelevant for this purpose can easily lead to misinterpretation and induce other risks. Only information that constitutes added value is therefore advised to be manifested. Further details can be found in underlying documents (air waybill or similar document) referred to on the manifest and accompanying the shipment.</p>
20.	Total number of items(this Page)	<p>Insert the sum or total number of items of outer packages presented on this page of the manifest. It must be listed to enable a clear view to be obtained of the total number of packages or consolidated shipments (e.g., ULD, box pallet, etc.) specified.</p> <p><u>Note:</u> When the electronic manifest is used, this number is automatically generated.</p>
21.	Final number of items (all pages)	<p>Insert the sum or total weight of the outer packages presented on this page of the manifest. It must be listed to enable a clear view on the total weight of the packages and/or consolidated shipments (e.g. ULD, box pallet, etc.) specified.</p> <p><u>Note:</u> When using the e-manifest this number is automatically generated.</p>
22.	Final Number of items (all pages)	<p>Insert the sum or total number of items presented on all the pages of the manifest. It must be listed to enable a clear view to be obtained of the total number of outer packages and/or consolidated shipments (e.g., ULD, box pallet, etc.) specified.</p> <p><u>Note:</u> When the electronic manifest is used, this number is automatically generated.</p>
23.	Final Weight (all pages)	<p>Insert the sum or total weight of the items presented on all the pages of the manifest. It must be listed to enable a clear view to be obtained of the total weight of outer packages and/or consolidated shipments (e.g., ULD, box pallet, etc.) specified.</p> <p><u>Note:</u> When the electronic manifest is used, this number is automatically generated.</p> <p>The correct gross weights listed on the manifest are critical elements for weight and balance calculations, aircraft loading position (load plan) and related flight safety of the aircraft and its crew. Only <u>checked</u> weights are to be used.</p>





## EATC GROUND OPERATIONS DOCUMENT CATALOG

24.	Weight indication	<p>Insert the weight indication used on the manifest.</p> <p>The correct weight indication is a critical element for the weight and balance, loading position (load plan) and related flight safety of the aircraft and its crew. Depending on the operator, a weight indication in kilograms (kg) <u>or</u> in pounds (lb) is to be used. As 1 kilo equals 2.205 pounds, a correct understanding of the weight indication used is essential and is therefore to be manifested. To prevent misinterpretation and to enhance flight safety, only a single weight indication shall be used (either kilo or pounds). This weight indication is used on all pages of the manifest.</p> <p><u>Note:</u> When the electronic manifest is used, the applicable weight indication (kg or lb) is only to be selected on the first page. It is subsequently presented on all pages of the manifest.</p>
25.	Manifest prepared by	<p>Insert the name, initials and rank of the person who is responsible for the preparation of the document and the correct representation of required information.</p> <p><u>Note:</u> When the electronic manifest is used, the data is only to be entered on the first page. It is subsequently presented on all pages of the manifest.</p>
26.	Signature	<p>The person who prepared the manifest must enter their signature and state that the manifested air cargo, as specified, complies with the applicable regulations, that only actual/checked weights are used and that all security and safety regulations are complied with.</p> <p>A stamp of the sending station may be added to authenticate the signature.</p>
27.	Manifest items loaded	<p>Once the cargo is loaded on board an aircraft, the responsibility for the shipment is transferred to the loadmaster. As proof that the manifested cargo has been transferred in good order and accepted on behalf of the captain of the aircraft, the loadmaster must sign the document by entering his name, rank and signature.</p> <p><u>Note:</u> A signed copy of the manifest shall remain at the station of departure. The dedicated ground handling organization (or similar body) is responsible for ensuring that it is distributed in due time to every other agency as required by national regulations and to the station of destination of the aircraft.</p>
28.	Manifest items received	<p>Once the cargo has been unloaded from the aircraft, the responsibility for the shipment is transferred to the ground handling agency (or similar body) at the station of arrival. If damage or other irregularities are found, they must be noted on the manifest and relevant stakeholders are to be informed.</p> <p>As proof that the manifested cargo has been transferred in good order, no damage or other irregularity is and the shipment is accepted, a representative of the ground handling agency (or similar body) must sign the document, entering his name, rank and signature.</p> <p><u>Note:</u> A signed copy of the manifest shall remain at the station of arrival. The dedicated ground handling organization (or similar body) is responsible for ensuring that it is distributed in due time to every other agency as required by national (import/export) regulations and, on request, to the station of departure of the aircraft.</p> <p><u>Note:</u> An electronic version of the manifest that assists users with automated features is available. The electronic manifest is designed in such a way that the document can be used in many different ways for a wide range of events that can arise during air cargo shipping. Loose items, single ULDs or a shipment that consists of several ULDs can be manifested. It provides users with a high degree of flexibility for meeting national requirements concerning the manifesting of air cargo based on an international standard. By using the electronic manifest, the author is assisted by a number of operations that are carried out automatically. For the benefit of harmonization, a number of default values are embedded in the document. If the default provided does not fit the requirement, new values can be added to a specific document. These values are related to fields specified below. A full explanation of the manifest can be found in the index that is part of the file.</p>



# EATC GROUND OPERATIONS DOCUMENT CATALOG

EATC MANIFEST MILITARY AIR TRANSPORT SERVICE CARGO MANIFEST										
Serial no.		ATMO no.			Nr. of this page		2			
987654321		12345-12			Nr. of pages		2			
Aircraft		Flight number		Airfield departure (from)		Date				
Type	Registration			LFPG	Paris Charles de Gaulle					
A-330	97/3	GAF789		Airfield destination (to)		6/27/2018				
				EDDK	Cologne/Bonn					
Code-name	ULD			Nr. of pieces	Weight (gross)	Numbers and Contents				
	Type	Code	Owner							
AMMUNITION	PBF	06602	NAF	1	1452	3 x BOXPALLET # 45218, 58954, 85254 UN 1200 CL1.45				
CARGO EQUIPMENT	PLF	XXXXX	NOR	1	770	7 x PALLET EXCL. NETS OWNER: NORWEGIAN AIRFORCE ATTN: BODO / NORWAY				
PERISHABLE GOODS	AKN	12558	NAF	1	475	BOX WITH BLOOD PRODUCTS \$\$\$C #12886 KEEP COOL. DO NOT EXPOSE TO HIGH TEMPERATURES AND HANDLE WITH PRIORITY ATTN: EINDHOVEN				
LUGGAGE	LOOSE			65	1588	DUFFELBAGS, BULK LOADED				
ROLLING STOCK DANGEROUS GOODS	PBF	85471	NAF	1	5643	T-2 COUPLED PALLET (PBF 21466 NAF) 1 x CAR # 022256 ATTN: KANDAHAR FRONT AXLE: 1154 KG REAR AXLE: 1168 KG TOTAL WEIGHT: 2321 KG UN 3166, CLASS 9				
PERISHABLE GOODS	RKN	24999	GAF	1	488	FROOZEN FOOD, COOLED WITH DRY ICE, UN 1845 CLASS 9, 100 KG NET VENT AIRCRAFT PRIOR TO UNLOADING				
GENERAL CARGO	HCUSE	35036	GAF	1	1880	#EzLog/23/02-07 #EzLog/23/02-13 #A084398 BELGIUM AIRFORCE: 800 #LTG62 3033 6001 #SBJ:2304-01 #RL 23009				
<b>example</b>					DANGEROUS GOODS AS PER ASSOCIATED DGD CUSTOM DOCUMENT 302: # 237714					
Total number of pieces (on this page)				71	12296	Total Weight (on this page)		<b>Weight in KG</b>		
Final number of pieces (on all pages) a				78	17570	b Final weight (on all pages)				
All cargo on this manifest has been checked. Manifest prepared by: <b>Brekelhoff, OR9</b> Name and Rank Signature 					All items listed on this manifest have been loaded: L. Oadmater, OR7 Name, rank and Signature: All items on this manifest have been received except as circled and noted on reverse hereof: Name, rank and signature:					
Cargo manifest v3.0 Example 2 draft					EATC					V2.0 Update: 01 Jan 2019



# EATC GROUND OPERATIONS DOCUMENT CATALOG

## GG. Notification To the Captain (NOTOC)

NOTOC (NOTIFICATION TO CAPTAIN)											Aircraft Commander (in print and signature)		
Station of Loading	Station of Unloading	Manifest number	Date	Aircraft registration	Prepared by (in print and signature)						Slip crew Aircraft Commander (in print and signature)		
											Loaded as shown (in print and signature) as per consignments covered by this NOTOC, were packed and are in compliance with relevant DO transportation instructions		
UN or ID number	Proper Shipping Name (for Dangerous Goods) Content and description (for other special cargo)			Class of Division for Class 1 Compst. grps	Sub-Hazard	Number of Packages	(Net)Quantity per package	UN Packing Group	IMP code	CAO (Y/N)	DRILL CODE	ULD ID number	POSI/CTP
Code	Decoding	Code	Decoding	Code	Decoding	Code	Decoding	Code	Decoding	Code	Decoding	Page numbering	
AVI	Live animals	RCM	Corrosive	ROX	Oxidizer	RSC	Spontaneously combustible						
CAO	Cargo Aircraft Only	RFL	Flammable gas	RPG	Toxic gas	REX	Explosives 1.1, 1.2, 1.3, 1.4F, 1.5, 1.6						
EAT	Foodstuff	RPL	Flammable liquid	RPG	Polymeric beads	FBI	Forbidden Forbidden by IATA (EATC code)						
FL	Undeveloped film	RFS	Flammable solids	RSC	Lithium ion batteries: Class 9, section I								
ICE	Dry ice	RFW	Dangerous when wet	RLI	Lithium metal batteries: Class 9, section I								
MAG	Magnetized material	RIS	Infectious substance	RLM	Lithium metal batteries: Class 9, section I								
MED	Medicines	RMD	Miscellaneous dangerous goods	RBI	Fully regulated lithium ion batteries: Class 9, section I, II								
PER	Perishables	RNG	Non-flammable Non-toxic gas	RBM	Fully regulated lithium metal batteries: Class 9, section I, II								
RCL	Cryogenic liquids	ROP	Organic peroxide										

EGOM Notification to Captain NOTOC v3.1  
NOTOC

EATC

Update: 01 May 2020

AIRCRAFT EMERGENCY RESPONSE DRILL						
<p>1. Complete appropriate aircraft emergency procedures</p> <p>2. Consider loading as soon as practicable</p> <p>3. Use drill from the chart below</p>						
Drill no.	Inherent risk	Risk to aircraft	Risk to occupants	Spill or leak procedure	Fire fighting procedure	A additional considerations
1.	Explosion or propane structural failure	Fire and/or explosion	As indicated by the drill letter(s)	Use 100% oxygen, no smoking	All agents according to availability, use standard fire procedures	Possible abrupt loss of pressurization
2.	Gas, non-flammable, pressure may create hazard in fire	Minimal	As indicated by the drill letter(s)	Use 100% oxygen, establish and maintain minimum ventilation for "A", "T" or "F" drill letter	All agents according to availability, use standard fire procedures	Possible abrupt loss of pressurization
3.	Flammable liquid or solid	Fire and/or explosion	Smoke, fumes and heat and as indicated by the drill letter(s)	Use 100% oxygen, establish and maintain minimum ventilation, no smoking, minimum oxygen	All agents according to availability, no water on "W" drill letter	Possible abrupt loss of pressurization
4.	Spontaneously combustible or pyrophoric when exposed to air	Fire and/or explosion	Smoke, fumes and heat and as indicated by the drill letter(s)	Use 100% oxygen, establish and maintain minimum ventilation	All agents according to availability, no water on "W" drill letter	Possible abrupt loss of pressurization, minimum electrical if "T" or "F" drill letter
5.	Oxidizer, may ignite other materials, may explode in fire or fire	Fire and/or explosion, possible corrosion damage	Eye, nose and throat irritation, skin damage on contact	Use 100% oxygen, establish and maintain minimum ventilation	All agents according to availability, no water on "W" drill letter	Possible abrupt loss of pressurization
6.	Toxic, may be fatal (irritated, ingested or absorbed by skin)	Contamination with toxic liquid or solid	Acute toxic effects may be delayed	Use 100% oxygen, establish and maintain minimum ventilation, do not touch without gloves	All agents according to availability, no water on "W" drill letter	Possible abrupt loss of pressurization, minimum electrical if "T" or "F" drill letter
7.	Radiation from broken shielded packages	Contamination with spilled radioactive material	Exposure to radiation, and personnel contamination	Do not move packages; avoid contact	All agents according to availability	Call for a qualified person to mend the aircraft
8.	Corrosive, fumes irritating (irritated or in contact with skin)	Possible corrosion damage	Eye, nose and throat irritation, skin damage on contact	Use 100% oxygen, establish and maintain minimum ventilation, do not touch without gloves	All agents according to availability, no water on "W" drill letter	Possible abrupt loss of pressurization, minimum electrical if "T" or "F" drill letter
9.	No inherent general risk	As indicated by the drill letter	As indicated by the drill letter	Use 100% oxygen, establish and maintain minimum ventilation if "A" drill letter	All agents according to availability, use water if available on "Z" drill letter, no water on "W" drill letter	If "Z" drill letter, consider landing immediately, otherwise, none
10.	Gas, flammable, high fire risk (any ignition source present)	Fire and/or explosion	Smoke, fumes and heat and as indicated by the drill letter(s)	Use 100% oxygen, establish and maintain minimum ventilation, no smoking, minimum oxygen	All agents according to availability	Possible abrupt loss of pressurization
11.	Infectious substances may affect humans or animals if inhaled, ingested or absorbed through the mucous membrane or open wound	Contamination with infectious substances	Delayed infection to humans and animals	Do not touch. Minimum containment and ventilation in affected areas	All agents according to availability, no water on "W" drill letter	Call for a qualified person to mend the aircraft
12.	Fire, heat, smoke, flammable vapour, explosion	Fire and/or explosion	Smoke, fumes, heat	Use 100% oxygen, establish and maintain minimum ventilation	All agents according to availability. Use of water if available	Consider landing immediately
Drill letter	Additional risk	Drill letter	Additional risk	Drill letter	Additional risk	
A	AMNESIAC/ETIC	I	OTHER RISK	X	OXIDIZER	
C	CORROSIVE	M	MAGNETIC	Y		
E	EXPLOSIVE	N	NOXIOUS			
F	FLAMMABLE	P	TOXIC (POISON)			
H	HEAVILY IRRITABLE	S	SPONTANEOUS COMBUSTIBLE OR PYROPHORIC	Z		
I	INFLAMMABLE/FLAMMABLE	W	IF WE GET OFF TOXIC OR FLAMMABLE GAS			

\* Risk has the same meaning as poison

Approved suitable checklist can be found in the current office of the ICAO Emergency Response Guidebook (ERG 1911/2019)

EGOM Notification to Captain NOTOC v3.1.doc

EATC

Update: 01 May 2020



# EATC GROUND OPERATIONS DOCUMENT CATALOG

<b>1</b>	<b>NOTOC (NOTIFICATION TO CAPTAIN)</b>										Aircraft Commander (in print and signature) <b>9</b>																																																																																																																						
Station of Loading		Station of Unloading		Manifest number		Date		Aircraft registration		Prepared by (in print and signature) <b>10</b>																																																																																																																							
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AVI	Live animals	RCM	Corrosive	ROX	Oxidizer	RSC	Spontaneously combustible	REX	Explosives 1.1, 1.2, 1.3, 1.4F, 1.5, 1.6	24 OF 25																																																																																																																							
CAO	Cargo Aircraft Only	RFG	Flammable gas	RPG	Toxic gas	RFB	Forbidden / Forbidden by IATA (EATC code)	There is no evidence that any damaged or leaking packages containing dangerous goods have been loaded on the aircraft.																																																																																																																									
EAT	Foodstuff	RFL	Flammable liquid	RSL	Polymeric beads																																																																																																																												
FIL	Undeveloped film	RFS	Flammable solids	RLI	Lithium ion batteries: Class 9, section I	RCX	1.3C	RGX	1.3G																																																																																																																								
ICE	Dry ice	RFW	Dangerous when wet	RLM	Lithium metal batteries: Class 9, section I	RXB	1.4B	RXC	1.4C																																																																																																																								
MAG	Magnetized material	RIS	Infectious substance	RBI	Fully regulated lithium ion batteries: Class 9, section IA,IB	RXD	1.4D	RXE	1.4E																																																																																																																								
MED	Medicines	RMD	Miscellaneous dangerous goods	RBM	Fully regulated lithium metal batteries: Class 9, section IA,IB	RXG	1.4G	RXS	1.4S																																																																																																																								
PER	Perishables	RNG	Non-flammable Non-toxic gas																																																																																																																														
RCL	Cryogenic liquids	ROP	Organic peroxide																																																																																																																														
EGOIM Notification to Captain NOTOC v3.1 NOTOC <span style="margin-left: 300px;">EATC</span> <span style="float: right;">Update: 01 may 2020</span>																																																																																																																																	



## EATC GROUND OPERATIONS DOCUMENT CATALOG

Number	Item	Explanation
1.	Organization	Force structure, ground handling organization or similar body on whose authority the NOTOC has been drawn-up. Example: BAF, FAF, GAF, RNLAf
2.	Station of loading	Insert airport of departure (aircraft loading) by ICAO code.
3.	Station of unloading	Insert airport of destination (aircraft unloading) by ICAO code.
4.	Manifest number	Insert the unique number of the air cargo manifest (preferably ATMO or other national mission number).
5.	Date	Insert the date of departure of the aircraft (format dd-mm-yyyy).
6.	Aircraft registration (1)	Insert aircraft type.
7.	Aircraft registration (2)	Insert aircraft tail number.
8.	Prepared by (in print and signature)	Insert the name and signature of the person authorized to prepare the document and responsible for ensuring that the required information/load data on special air cargo is correct.
9.	Aircraft commander (in print and signature)	Name and signature of the aircraft commander
10.	Slip crew Aircraft commander (in print and signature)	Name and signature of the slip crew aircraft commander. It is to be used only in case of aircrew change; in which case the new aircraft captain is obliged to sign that he is aware of the special cargo on board the aircraft prior to take-off.
11.	Loaded as shown	Name and signature of the loadmaster.
12.	UN or ID number	Insert UN or ID number (ICAO) of the dangerous goods.
13.	Proper shipping name – PSN (for dangerous goods), content and description (for other special cargo)	Insert proper shipping name (ICAO) or content and description of other special cargo. In case of explosives or ammunition insert NEQ per ULD and total to the NOTOC. When explosives or ammunition are on a mixed ULD, insert NEQ per package, total per ULD and tot of the NOTOC. The technical name associated with the PSN is not required to be recorded.
14.	Class or Division, for class 1 compatibility groups	Insert Class or division of the dangerous goods (ammunition class 1 compatibility group)
15.	Sub Hazard	Insert subsidiary hazard (ICAO) of dangerous goods
16.	Number of packages	Insert number of packages used.
17.	(net)Quantity per package	Insert net quantity per package in either kilograms or liters (example 15KG or 4L)
18.	UN packing group	Insert UN packing group (ICAO).
19.	IMP code	Insert applicable Inter change Message Procedure (IMP) code.
20.	CAO (Y/N)	Insert an “Y” if dangerous goods are allowed to be transported by cargo aircraft only – CAO, otherwise insert a “N”.
21.	Drill code	Insert the applicable drill or emergency code.
22.	ULD ID number	Insert identification number of the ULD (example AKE 96002 GAF) in/on which the commodity is packed.
23.	POS/CTP	Insert the position of the ULD after it has been loaded onto the aircraft.
24.	Page numbering (1)	Insert the number of this particular page of the NOTOC.
25.	Page numbering (2)	Insert the total number of pages the NOTOC consists of.
26.		Note 1: The template is available as an electronic (excel) document, and the latest edition is available on the EATC server. Note 2: The most common Interchange Message Procedure (IMP) codes are listed on the front side. A list of aircraft emergency response drill codes/letters is provided on the back of the template. Drill codes and amplified incident checklists can be found in the current edition of ICAO’s Emergency Response Guidance (DOC 9481 AN/928).



# EATC GROUND OPERATIONS DOCUMENT CATALOG

RNLAF		NOTOC (NOTIFICATION TO CAPTAIN)				Aircrew Commander (in print and signature)					
Station of Loading	Main Registration	Date	Aircrew Registration	Prepared by (in print and signature)		SIP, crew Aircrew Commander (in print and signature)					
EHEH	OMDM	01256-13	18-09-2012	KDC-10	T-388	Sgt Crowder F.					
UN or ID number	Proper Shipping Name (for Dangerous Goods) and description (for other special cargo)	Class or Division for Class 1 Comp. Gps	Number of Sub Hazard Packages	(Net) Quantity per package	UN Packing Group	IMP code (X)	CAO CODE	DRILL CODE	ULD number	ID	POSCTP
UMR 200	PAINT RELATED MATERIAL	3	1	5L	III	REFL	REFL	REFL	PHF3000BAF		
UMR 200	OVERPACK USED	3	1	10L		REFL	REFL	REFL	PHF3000BAF		
UMR 100	ALUMINUMS	3	1	0.6 L	II	REFL	REFL	REFL	PHF31000BAF		
UMR 002	EMERGENCY FIRST AID BOXES SUBSTITUTES M.O.S.	5	1	0.3 L	III	REFL	REFL	REFL	PHF31000BAF		
	ALL PACKED IN ONE PLYWOOD BOX Q-06										
UMR 012	CARBON DIOXIDE, SMALL AMTS	1.4S	1	22 KG		REFS	REFS	REFS	PHF3000BAF		
UMR 106	VEHICLE, FLAMMABLE LIQUID POWERED	5	1	1335 KG		REFS	REFS	REFS	PHF3000BAF		
	LIVE ANIMALS		2	45 KG		REFS	REFS	REFS	PHF31000BAF		
	COOLBOX COOLED WITH 200 KG DRY ICE, CONTAINS DEEP FROZEN BLOOD PRODUCTS		1	370KG		REFS	REFS	REFS	LOOSE		
	COOLBOX WITH MEDICALS										
	MUST BE STORED ON ELECTRIC POWER, INSIDE TEMPERATURE MUST BE KEPT BETWEEN 10 AND 20 DEGREES CELSIUS		1	40 KG		REFS	REFS	REFS	PHF3000BAF		
	COOLBOX WITH 100 KG DRY ICE		1	700 KG		REFS	REFS	REFS	PHF3000BAF		
	INSIDE TEMPERATURE MUST BE KEPT BETWEEN 4 AND 10 DEGREES CELSIUS										
Code	Decoding	Code	Decoding	Code	Decoding	Code	Decoding	Code	Decoding	Page numbering	
AM	Live animals	ROK	Radioactive	RSC	Spontaneously combustible	1	OF	1			
CAO	Cargo Aircraft Only	RPG	Flammable gas	REX	Explosives 1.1, 1.2, 1.3, 1.4, 1.5, 1.6						
EAT	Flammable solid	RPL	Flammable liquid	REY	Explosives 1.1, 1.2, 1.3, 1.4, 1.5, 1.6						
FL	Flammable solid	RPS	Flammable solid	REZ	Explosives 1.1, 1.2, 1.3, 1.4, 1.5, 1.6						
ICE	Dry ice	RQW	Dangerous when wet	REB	Radioactive						
LAG	Magnesium metal	RRL	Radioactive	REX	Explosives 1.1, 1.2, 1.3, 1.4, 1.5, 1.6						
MED	Medicines	RUM	Radioactive	REY	Explosives 1.1, 1.2, 1.3, 1.4, 1.5, 1.6						
PER	Perishables	RUN	Radioactive	REZ	Explosives 1.1, 1.2, 1.3, 1.4, 1.5, 1.6						
RCL	Cryogenic liquids	RUP	Radioactive	REB	Radioactive						

example

EATC Ground Operations Document Catalog - Example  
 EATC  
 Update 01 - May 2024



# EATC GROUND OPERATIONS DOCUMENT CATALOG

## HH. Laissez-Passer

### LAISSEZ-PASSER FOR A CORPSE

This *laissez-passer* is issued in accordance with the Agreement on the Transfer of Corpses, in particular Articles 3 and 5

Authority is hereby given for the removal of the body of:

Name and first name of the deceased \_\_\_\_\_

Died on \_\_\_\_\_ at \_\_\_\_\_

State cause of death (if possible)<sup>2</sup> and<sup>3</sup> \_\_\_\_\_  
at the age of \_\_\_\_\_ years

Date and place of birth (if possible) \_\_\_\_\_

The body is to be conveyed \_\_\_\_\_ (Means of transport)  
from \_\_\_\_\_ (Place of departure)  
via \_\_\_\_\_  
to \_\_\_\_\_

The transport of this corpse having been duly authorized, all and sundry authorities of the States over whose territory the corpse is to be conveyed are requested to let it pass without let or hindrance.

Done at \_\_\_\_\_ on \_\_\_\_\_

Signature of the competent authority

Official stamp of the competent authority

1. The text of Articles 3 and 5 of the Agreement is to appear on the reverse side of the *laissez-passer*.
2. The cause of death should be stated in English or French or in the numerical WHO code of the international classification of diseases.
3. If cause of death is not stated for reasons of professional secrecy then a certificate indicating the cause of death should be placed in a sealed envelope accompanying the corpse during transport and be presented to the competent authority in the State of destination. The sealed envelope, which shall bear some external indication for identification purposes, shall be securely attached to the *laissez-passer*.

Alternatively, an indication should be made on the *laissez-passer* as to whether the person died of natural causes and of a non-contagious disease. If this is not the case, the circumstances of the death or the nature of the contagious disease should be indicated.

EGOM Laissez-passer v1.0.xlsx  
Laissez-passer

EATC

Update: 01 Jan 2022

2 ETS 80 - Transfer of Corpses, 1973

#### AGREEMENT ON THE TRANSFER OF CORPSES

##### LAISSEZ-PASSER FOR A CORPSE

###### Article 3

1. Any corpse shall, during its transit, be accompanied by a special document (*laissez-passer for a corpse*) issued by the competent authority of the State of departure.

2. The *laissez-passer* shall include at least the information set out in the model annexed to the present agreement; it shall be made out in the official language or one of the official languages of the State in which it was issued and in one of the official languages of the Council of Europe.

###### Article 5

The *laissez-passer* is issued by the competent authority referred to in Article 3 of the Agreement, under a seal and without fee.

a. At the point of issue, the authority's seal and signature of the agreement as well as the State of departure relating to the transfer of corpse and, where appropriate, serial and its burial shall be duly certified on it;

b. The remains have been placed in a coffin which complies with the requirements laid down in Article 6 and 7 of the Agreement;

c. The coffin only contains the remains of the person named in the *laissez-passer* and such personal effects as are buried or cremated with the corpse.

European Treaty Series - No. 80

EGOM Laissez-passer v1.0.xlsx  
Laissez-passer

EATC

Update: 01 Jan 2022



# EATC

## GROUND OPERATIONS DOCUMENT CATALOG

### LAISSEZ-PASSER FOR A CORPSE

This *laissez-passer* is issued in accordance with the Agreement on the Transfer of Corpses, in particular Articles 3 and 5

Authority is hereby given for the removal of the body of:

Name and first name of the deceased 1

Died on 2 at 3

State cause of death (if possible)<sup>2</sup> and <sup>3</sup> 4

at the age of 5 years

Date and place of birth (if possible) 6

The body is to be conveyed 7 (Means of transport)


from 8 (Place of departure)

via 9 (Route)

to 10 (Destination)

The transport of this corpse having been duly authorized, all and sundry authorities of the States over whose territory the corpse is to be conveyed are requested to let it pass without let or hindrance.

Done at 11 on 12

 13 14

Signature of the competent authority Official stamp of the competent authority

1. The text of Articles 3 and 5 of the Agreement is to appear on the reverse side of the *laissez-passer*.
2. The cause of death should be stated in English or French or in the numerical WHO code of the international classification of diseases.
3. If cause of death is not stated for reasons of professional secrecy then a certificate indicating the cause of death should be placed in a sealed envelope accompanying the corpse during transport and be presented to the competent authority in the State of destination. The sealed envelope, which shall bear some external indication for identification purposes, shall be securely attached to the *laissez-passer*.  
Alternatively, an indication should be made on the *laissez-passer* as to whether the person died of natural causes and of a non-contagious disease. If this is not the case, the circumstances of the death or the nature of the contagious disease should be indicated.





## EATC GROUND OPERATIONS DOCUMENT CATALOG

Number	Item	Explanation
1.	Name	Name and first name of the deceased
2.	Died	Date of death
3.	At	Place of death
4.	Cause	State cause of death (if possible) 2 and 3
5.	Age	At the age of
6.	Date of birth	Date and place of birth (if possible)
7.	Means of transport	The body is to be conveyed whit what means
8.	From	Place of departure
9.	Via	Route
10.	To	Destination
11.	Done at	Point of debarkation
12.	On	The date of the transport
13.	Signature	Signature of the competent authority
14.	Stamp	Official stamp of the competent authority



# EATC GROUND OPERATIONS DOCUMENT CATALOG

## LAISSEZ-PASSER FOR A CORPSE

This *laissez-passer* is issued in accordance with the Agreement on the Transfer of Corpses, in particular Articles 3 and 5

Authority is hereby given for the removal of the body of:

Name and first name of the deceased Da Vinci, Leonardo

Died on 02-05-2021 at Amboise

State cause of death (if possible)<sup>2</sup> and <sup>3</sup> Died of old age

at the age of 67 years

Date and place of birth (if possible) 1954, Anchiano Vinci

The body is to be conveyed Air Transport. (Means of transport)

from Valencia, Spain. (Place of departure)

via \_\_\_\_\_ (Route)

to Rome, Italy. (Destination)

The transport of this corpse having been duly authorized, all and sundry authorities of the States over whose territory the corpse is to be conveyed are requested to let it pass without let or hindrance.

Done at Valencia Airport on 04-05-2021

  
Signature of the competent authority

  
Official stamp of the competent authority

1. The text of Articles 3 and 5 of the Agreement is to appear on the reverse side of the *laissez-passer*.
2. The cause of death should be stated in English or French or in the numerical WHO code of the international classification of diseases.
3. If cause of death is not stated for reasons of professional secrecy then a separate indication of the cause of death should be placed in a sealed envelope accompanying the corpse during transport and be presented to the competent authority in the State of destination. The sealed envelope, which shall bear some external indication for identification purposes, shall be securely attached to the *laissez-passer*.

Alternatively, an indication should be made on the *laissez-passer* as to whether the person died of natural causes and of a non-contagious disease. If this is not the case, the circumstances of the death or the nature of the contagious disease should be indicated.



# EATC GROUND OPERATIONS DOCUMENT CATALOG

## II. Live Animals Declaration / Certification

**SHIPPER'S CERTIFICATION FOR LIVE ANIMALS**  
(to be completed in duplicate)  
This is to certify that (check appropriate box):

In addition having completed all advance arrangements, this consignment is properly described and packed, and is in proper condition for carriage by air according to the current edition of the IATA Live Animals Regulations and all applicable carrier and governmental regulations. The animal(s) of this consignment is (are) in good health and condition.

Animals taken from the wild for shipment have been appropriately acclimatised.

This consignment includes species as described in the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES). Applicable permits / certificates are attached to the air waybill.

This consignment includes species as described in other applicable national legislation.

In the case of reptiles and amphibians, the animals contained in this shipment are healthy and they have been examined prior to shipment and are free of any apparent injury and readily recognizable diseases. They are also free of external parasitic infestation, including mites, ticks and leeches, that can readily be seen under normal lighting conditions.

The shipper accepts that carriers will not be liable for any loss, damage or expense arising from death due to natural causes or death or injury of any animal caused by the conduct or acts of live animals such as biting, kicking, gouging or smothering, nor for that caused or contributed to by the propensities of the animals. In no event will carrier be liable for death or injury to an animal contributed to by the condition, conduct or acts of animals.

Number of Package(s)	Specific Container Requirement Number (see IATA Live Animals Regulations)	Species (description and names - s and Quantity of A

Name/title of signatory _____	Shipper's failure with the applica Regulations and and / or national may be in breach subject to legal 1, Section 1.2.)	
Place and date _____ <span style="float: right; font-size: x-small;">Year/Month/Day</span>		
Signature _____ <span style="font-size: x-small;">(See remarks for special conditions)</span>		
Air Waybill / ATMO no.	Airport of Departure	Airport of Des

EGOM Live Animal Certification v1.0.tbl.AR certificate (front) EATC

**SHIPPER'S RESPONSIBILITIES**

Instructions for the shippers are given in Chapters 1,7,8,8, 10 and 11 of the IATA Live Animals Regulations. Before any package containing live animals is tendered for transport by air, the shipper must ensure that:

- the animals being tendered for transportation are not prohibited by governments;
- all the required export, import, and / or transit health certificates, licenses or permits, etc. are accompanying the shipment;
- the animal shipments are properly classified, described, packed, marked and labelled;
- the IATA Shipper's Certification for Live Animals has been properly completed in duplicate;
- pregnant animals must not be tendered for transportation without official veterinary certificate certifying that the animals are fit to travel and there is no risk of birth occurring during the entire journey;  
*(Note: Pregnant monkeys, nursing females with suckling young and unweaned animals are not accepted for air transportation)*
- no animals are to be tendered for transportation having given birth in the last 48 hours before the start of the journey;
- the animals have been properly prepared for transportation (see specific container requirements for further information);
- the animal is not tranquillized without veterinary approval and supervision;
- the consignee has been advised of the flight details in order to arrange immediate collection on arrival;
- a 24-hour phone number that the air carrier can obtain instruction from the shipper or his agent in the event of an emergency, and such information is written on the air waybill.

EGOM Live Animal Certification v1.0.tbl.AR certificate (back) EATC Update: 01 Jan 2022



# EATC GROUND OPERATIONS DOCUMENT CATALOG

## SHIPPER'S CERTIFICATION FOR LIVE ANIMALS

(to be completed in duplicate)

**1**

This is to certify that (check appropriate box):

- In addition having completed all advance arrangements, this consignment is properly described and packed, and is in proper condition for carriage by air according to the current edition of the IATA Live Animals Regulations and all applicable carrier and governmental regulations. The animal(s) of this consignment is (are) in good health and condition
  
- Animals taken from the wild for shipment have been appropriately acclimatised.
- This consignment includes species as described in the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES). Applicable permits / certificates are attached to the air waybill.
- This consignment includes species as described in other applicable national legislation.
- In the case of reptiles and amphibians, the animals contained in this shipment are healthy and they have been examined prior to shipment and are free of any apparant injury and readily recognizable diseases. They are also free of external parasitic infestation, including mites, ticks and leeches, that can readily be seen under normal lighting conditions.

The shipper accepts that carriers will not be liable for any loss, damage or expense arising from death due to natural causes or death or injury of any animal caused by the conduct or acts of live animal itself or other animals, such as biting, kicking, goring or smothering, nor for that caused or contributed to by the conditions, nature or propensities of the animals. In no event will carrier be liable for death or injury to an animal attendant caused or contributed to by the condition, conduct or acts of animals.

Number of Package(s)	Specific Container Requirement Number (see IATA Live Animals Regulations)	Species (description and names - scientific and common) and Quantity of Animals
<b>2</b>	<b>3</b>	<b>4</b>
Name/title of signatory <span style="float: right;"><b>5</b></span> _____ _____		Shipper's failure to comply in all respects with the applicable IATA Live Animals Regulations and any other international and / or national government regulations, may be in breach of applicable law and subject to legal penalties. (Refer to Chapter 1, Section 1.2.)
Place and date <span style="float: right;"><b>6</b></span> _____ <small style="text-align: right;">Year/Month/Day</small>		
Signature <span style="float: right;"><b>7</b></span> _____ <small style="text-align: center;">(See reverse side for special conditions)</small>		
Air Waybill / ATMO no. <b>8</b>	Airport of Departure <b>9</b>	Airport of Destination <b>10</b>



## EATC GROUND OPERATIONS DOCUMENT CATALOG

Number	Item	Explanation
1.	Mark as applicable	Mark the applicable checkbox.
2.	Number of packages or containers used	Insert the number of packages and/or containers used for shipment of the listed species.
3.	Type of container used	Insert the type of package and/or container used (See current Live Animal Regulations).
4.	Description of species and numbers	Insert the description and (scientific and common) names of the animal and the quantity of animals shipped.
5.	Name and title of signatory	Insert name and title/rank of person who prepared/signed the shipper's certification.
6.	Place and date	Insert place and date the shipper's certification is prepared and signed.
7.	Signature	Signature of person who is responsible for preparing the shipper's certification.
8.	Air waybill / ATMO number	Insert the number of the mission (Air Transport Mission Number or similar national mission number) that will conduct the transport.
9.	Airport of departure	Insert the departure airport name.
10.	Airport of destination	Insert destination airport (arrival).



# EATC GROUND OPERATIONS DOCUMENT CATALOG


## SHIPPER'S CERTIFICATION FOR LIVE ANIMALS

(to be completed in duplicate)

This is to certify that (check appropriate box):

- In addition having completed all advance arrangements, this consignment is properly described and packed, and is in proper condition for carriage by air according to the current edition of the IATA Live Animals Regulations and all applicable carrier and governmental regulations. The animal(s) of this consignment is (are) in good health and condition.
- Animals taken from the wild for shipment have been appropriately acclimatised.
- This consignment includes species as described in the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES). Applicable permits / certificates are attached to the air waybill.
- This consignment includes species as described in other applicable national legislation.
- In the case of reptiles and amphibians, the animals contained in this shipment are healthy and they have been examined prior to shipment and are free of any apparant injury and readily recognizable diseases. They are also free of external parasitic infestation, including mites, ticks and leeches, that can readily be seen under normal lighting conditions.

The shipper accepts that carriers will not be liable for any loss, damage or expense arising from death due to natural causes or death or injury of any animal caused by the conduct or acts of live animal itself or other animals, such as biting, kicking, goring or smothering, nor for that caused or contributed to by the conditions, nature or propensities of the animals. In no event will carrier be liable for death or injury to an animal attendant caused or contributed to by the condition, conduct or acts of animals.


Number of Package(s)	Specific Container Requirement Number (see IATA Live Animals Regulations)	Species (description and names - scientific and common) and Quantity of Animals
1	1	Dog, guard Groenendaeler, black, male, quantity: 1
Name/title of signatory <u>WO1 F. Lammerssun</u>		Shipper's failure to comply in all respects with the applicable IATA Live Animals Regulations and any other international and / or national government regulations, may be in breach of applicable law and subject to legal penalties. (Refer to Chapter 1, Section 1.2.)
Place and date <u>Eindhoven, 22 April 2021</u> <small>Year/Month/Day</small>		
Signature  <small>(See reverse side for special conditions)</small>		
Air Waybill no. <u>02541-13</u>	Airport of Departure <u>EINDHOVEN</u>	Airport of Destination <u>STOCKHOLM</u>

example



# EATC GROUND OPERATIONS DOCUMENT CATALOG

## JJ. Container Packing Certificate (CPC)

		<b>EUROPEAN AIR TRANSPORT COMMAND</b>	
<b>CONTAINER PACKING CERTIFICATE</b>			
Scratch out when not applicable:	1. IT IS DECLARED THAT THE UNDERSIGNED PERSON HAS VISUALLY INSPECTED THIS CONTAINER WITH NO. [REDACTED] AND IT HAS BEEN LOADED/PACKED IN ACCORDANCE WITH THE EATC GROUND OPERATIONS MANUAL 4.4.9.1		
YES	a. the container is clean, dry and apparently in good condition to receive the goods.		
YES	N/A	b. if the consignment includes dangerous goods of class 1, except division 1.4, the container is structurally serviceable.	
YES	N/A	c. Goods that should be segregated, have not been packed together onto or in the container in accordance with IATA DGR (9.3.2)/ AMovP-6.6 (9.3.2)	
YES	d. All items have been externally inspected for damage and/or leakage and only good packages have been used and packed in this container		
YES	N/A	e. Drums have been stowed in an upright position in accordance with the applicable regulations. The opening of the drum is always on the top.	
YES	N/A	f. All packages have been properly packed, secured and stowed in the container.	
YES	N/A	g. When dangerous goods are transported in bulk packaging, the weight of the bulk has been evenly distributed.	
YES	N/A	h. The container and packages in the container are properly marked, labeled and placarded.	
YES	N/A	i. When solid carbon dioxide (Co2 – dry ice) is used for cooling purposes, the container is externally marked or labelled, on the side and on the door, and with the words: “DANGEROUS CO2 – GAS (DRY ICE) INSIDE, VENTILATE THOROUGHLY BEFORE ENTERING” in accordance with EGOM.	
YES	N/A	j. The dangerous goods transportation documents that are required in accordance with IATA 8.0.1. has been received, for each dangerous goods consignment packed in this container.	
YES	N/A	k. If the container is stowed with a vehicle and/or mechanical equipment with fuel in the tank, in accordance with applicable regulation. A warning label has been affixed to access door legibly reading: “WARNING – MAY CONTAIN EXPLOSIVE MIXTURE WITH AIR – KEEP IGNITION SOURCES AWAY WHEN OPENING” in accordance with EGOM.	
2. PERSON RESPONSIBLE FOR PACKING THIS CONTAINER			
a. printed name (last, first)	b. rank/grade	c. title	d. organization
e. place packed	f. signature		g. date inspected
<b>NATO UNCLASSIFIED</b> Page 1 of 1			



# EATC GROUND OPERATIONS DOCUMENT CATALOG



## EUROPEAN AIR TRANSPORT COMMAND

### CONTAINER PACKING CERTIFICATE

<b>Scratch out when not applicable:</b>	1. IT IS DECLARED THAT THE UNDERSIGNED PERSON HAS VISUALLY INSPECTED THIS CONTAINER WITH NO. <span style="background-color: #cccccc; padding: 2px;">Insert container nr</span> AND IT HAS BEEN LOADED/PACKED IN ACCORDANCE WITH THE EATC GROUND OPERATIONS MANUAL 4.4.9.1		
YES	a. the container is clean, dry and apparently in good condition to receive the goods.		
YES	N/A	b. if the consignment includes dangerous goods of class 1, except division 1.4, the container is structurally serviceable.	
YES	N/A	c. Goods that should be segregated, have not been packed together onto or in the container in accordance with IATA DGR (9.3.2)/ AMovP-6.6 (9.3.2)	
YES	d. All items have been externally inspected for damage and/or leakage and only good packages have been used and packed in this container		
YES	N/A	e. Drums have been stowed in an upright position in accordance with the applicable regulations. The opening of the drum is always on the top.	
YES	N/A	f. All packages have been properly packed, secured and stowed in the container.	
YES	N/A	g. When dangerous goods are transported in bulk packaging, the weight of the bulk has been evenly distributed.	
YES	N/A	h. The container and packages in the container are properly marked, labeled and placarded.	
YES	N/A	i. When solid carbon dioxide (Co2 – dry ice) is used for cooling purposes, the container is externally marked or labelled, on the side and on the door, and with the words: "DANGEROUS CO2 – GAS (DRY ICE) INSIDE, VENTILATE THOROUGHLY BEFORE ENTERING" in accordance with EGOM.	
YES	N/A	j. The dangerous goods transportation documents that are required in accordance with IATA 8.0.1. has been received, for each dangerous goods consignment packed in this container.	
YES	N/A	k. If the container is stowed with a vehicle and/or mechanical equipment with fuel in the tank, in accordance with applicable regulation. A warning label has been affixed to access door legibly reading: "WARNING – MAY CONTAIN EXPLOSIVE MIXTURE WITH AIR – KEEP IGNITION SOURCES AWAY WHEN OPENING" in accordance with EGOM.	
<b>2. PERSON RESPONSIBLE FOR PACKING THIS CONTAINER</b>			
<b>a. printed name (last, first)</b>  <span style="color: red;">Insert full name of responsible person</span>	<b>b. rank/grade</b>  <span style="color: red;">Insert rank</span>	<b>c. title</b>  <span style="color: red;">Insert responsible person position</span>	<b>d. organization</b>  <span style="color: red;">Insert organization where container is checked</span>
<b>e. place packed</b>  <span style="color: red;">Insert place where container is checked</span>	<b>f. signature</b>  <span style="color: red;">Responsible person signature</span>		<b>g. date inspected</b>  <span style="color: red;">Insert date of check</span>





# EATC GROUND OPERATIONS DOCUMENT CATALOG



## EUROPEAN AIR TRANSPORT COMMAND

### CONTAINER PACKING CERTIFICATE


Scratch out when not applicable:	1. IT IS DECLARED THAT THE UNDERSIGNED PERSON HAS VISUALLY INSPECTED THIS CONTAINER WITH NO. <b>12345678</b> AND IT HAS BEEN LOADED/PACKED IN ACCORDANCE WITH THE EATC GROUND OPERATIONS MANUAL 4.4.9.1		
YES	a. the container is clean, dry and apparently in good condition to receive the goods.		
<del>YES</del>	N/A	b. if the consignment includes dangerous goods of class 1, except division 1.4, the container is structurally serviceable.	
<del>YES</del>	N/A	c. Goods that should be segregated, have not been packed together onto or in the container in accordance with IATA DGR (9.3.2)/ AMovP-6.6 (9.3.2)	
YES	d. All items have been externally inspected for damage and/or leakage and only good packages have been used and packed in this container		
YES	<del>N/A</del>	e. Drums have been stowed in an upright position in accordance with the applicable regulations. The opening of the drum is always on the top.	
YES	<del>N/A</del>	f. All packages have been properly packed, secured and stowed in the container.	
<del>YES</del>	N/A	g. When dangerous goods are transported in bulk packaging, the weight of the bulk has been evenly distributed.	
YES	<del>N/A</del>	h. The container and packages in the container are properly marked, labeled and placarded.	
YES	N/A	i. When solid carbon dioxide (CO <sub>2</sub> – dry ice) is used for cooling purposes, the container is externally marked on the head, on the side and on the door, and with the words: "DANGEROUS CO <sub>2</sub> – GAS (DRY ICE) INSIDE, VENTILATE THOROUGHLY BEFORE ENTERING" in accordance with EGOM.	
<del>YES</del>	N/A	j. The dangerous goods transportation documents that are required in accordance with IATA 8.0.1. has been received, for each dangerous goods consignment packed in this container.	
<del>YES</del>	N/A	k. If the container is stowed with a vehicle and/or mechanical equipment with fuel in the tank, in accordance with applicable regulation. A warning label has been affixed to access door legibly reading: "WARNING – MAY CONTAIN EXPLOSIVE MIXTURE WITH AIR – KEEP IGNITION SOURCES AWAY WHEN OPENING" in accordance with EGOM.	
<b>2. PERSON RESPONSIBLE FOR PACKING THIS CONTAINER</b>			
a. printed name (last, first)	b. rank/grade	c. title	d. organization
<b>Korporaal, R.</b>	<b>OR-9</b>	<b>Checker</b>	<b>940 sqn, AMC</b>
e. place packed	f. signature		g. date inspected
<b>Eindhoven</b>			<b>02-04-2024</b>

NATO UNCLASSIFIED  
Page 1 of 1



# EATC GROUND OPERATIONS DOCUMENT CATALOG

## KK. ULD Control Message (UCM)



### ULD Control Message

**EATC Teclog support**  
 Phone : +31 889510 883 / 887  
 Email : [uldmanagement@eatc-mil.org](mailto:uldmanagement@eatc-mil.org)

**STATION DEPARTURE (OUT)**

ICAO            NAT

**STATION ARRIVAL (IN)**

ICAO            NAT

MISSION IDENTIFIER (ATMO)

**DATE OF TRANSFER**

DAY    MONTH    YEAR

-   -

**GROUND HANDLER / POINT OF CONTACT DATA**

**ULD DETAILS**

	TYPE	SERIAL	OWNER	STATUS	AMOUNT
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	* <input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	* <input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	* <input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	* <input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	* <input type="text"/>
6	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	* <input type="text"/>
7	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	* <input type="text"/>
8	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	* <input type="text"/>
9	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	* <input type="text"/>
10	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	* <input type="text"/>
11	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	* <input type="text"/>
12	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	* <input type="text"/>
13	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	* <input type="text"/>
14	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	* <input type="text"/>
15	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	* <input type="text"/>

**REMARKS**

INFO

ACTION


NAME/RANK :

CONTACT :

SIGNATURE :



# EATC GROUND OPERATIONS DOCUMENT CATALOG



## ULD Control Message

**EATC Teclog support**  
 Phone : +31 889510 883 / 887  
 Email : [uldmanagement@eatc-mil.org](mailto:uldmanagement@eatc-mil.org)

**STATION DEPARTURE (OUT)**

ICAO                      NAT

**STATION ARRIVAL (IN)**

ICAO                      NAT

**MISSION IDENTIFIER (ATMO)**

**DATE OF TRANSFER**

DAY      MONTH      YEAR

-   -

**GROUND HANDLER / POINT OF CONTACT DATA**

ULD DETAILS					
	TYPE	SERIAL	OWNER	STATUS	AMOUNT
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	* <input type="text"/>
2	<input type="text"/>	<input type="text" value="8"/>	<input type="text"/>	<input type="text" value="9"/>	* <input type="text" value="10"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	* <input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	* <input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	* <input type="text"/>
6	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	* <input type="text"/>
7	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	* <input type="text"/>
8	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	* <input type="text"/>
9	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	* <input type="text"/>
10	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	* <input type="text"/>
11	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	* <input type="text"/>
12	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	* <input type="text"/>
13	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	* <input type="text"/>
14	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	* <input type="text"/>
15	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	* <input type="text"/>

**REMARKS**

**INFO**  
12

**ACTION**  
13

**NAME/RANK** :

**CONTACT** :

**SIGNATURE** :

**14**

EATC ULD Control Message

Update: 05 Jan 2015



## EATC GROUND OPERATIONS DOCUMENT CATALOG

Number	Item	Explanation
1.	Station departure (OUT)	Station of departure (by ICAO) sending the ULD.
2.	Nation or nationality	The use of this field is only mandatory if two or more ground handling units are at the specified station (by ICAO). Fields are not used when nations participate in a Combined Air Terminal organization (CATO).
3.	Station arrival (IN)	Station of arrival/final destination of the ULD (by ICAO).
4.	Nation or nationality	Use of this field is only mandatory if two or more ground handling units are at the specified station (by ICAO). Fields are not used when nations participate in a Combined Air Terminal organization (CATO).
5.	Mission identifier (e.g. ATMO)	The number of the ATMO or similar national freight service document, related to the movement of the reported assets.
6.	Date of transfer	Date of movement of the reported assets.
7.	Ground handler / Point of contact data	If assets are left at a station where there is no EATC ground handler, a local ground handler/point of contact (POC) should be provided at the location this to allow the ULD Control Centre to arrange the preparation and execution of movement (if required).
8.	ULD details	Detailed information regarding the assets is required to allow identification of the ULD and to determine what action is required based on the report. Every ULD must be identified by type, serial and / or owner. Use of a unique code consisting of these three elements in a fixed format, benefits the management of EATC stock levels, station stock control and repositioning/retrieval of assets to the rightful owner. Use of this identification method is therefore highly encouraged.
9.	Status	The field must be used if the reported asset is not considered airworthy (serviceable). The field may remain blank if the reported ULDs are serviceable and usable (not reserved/blocked). Note: The status "RES" indicates that a serviceable asset has been received at a location, but is temporarily unusable (e.g. still loaded with cargo, planned for other mission, etc.). EATC will not plan this asset for other activities or make any arrangement for repositioning
10.	Number	The number of assets reported. For individual reporting this number is always "1" (and may therefore be left blank). For collective reporting this number may vary from "1" to "999".
11.	Remarks	Special information (events) related to one or more of the reported assets that restrict future usability should be explained. Example: net on PCM94002GAF missing; AKE01259NAF severe damage, etc.).
12.	Info	Mark checkbox when report is issued only to provide information on the location of an ULD and/or related equipment and no repositioning action is required.
13.	Action	Mark checkbox when report is issued to ensure the sharing of information on the location of an ULD and/or related materials and repositioning of the reported assets is requested. Note: To clarify the intent of a report, always mark info or action checkbox.
14	POC data (local)	The point of contact (POC) at a location responsible for filling in the ULD Control Message must be entered.



# EATC GROUND OPERATIONS DOCUMENT CATALOG



## ULD Control Message

**EATC Teclog support**

Phone : +31 889510 883 / 887

Email : [uldmanagement@eatc-mil.org](mailto:uldmanagement@eatc-mil.org)

STATION DEPARTURE (OUT)

ICAO                      NAT  
      

STATION ARRIVAL (IN)

ICAO                      NAT  
      

MISSION IDENTIFIER (ATMO)

DATE OF TRANSFER

DAY            MONTH    YEAR  
  -   -

GROUND HANDLER /  
POINT OF CONTACT DATA

ULD DETAILS

	TYPE	SERIAL	OWNER	STATUS	AMOUNT
1	<input type="text" value="A"/> <input type="text" value="K"/> <input type="text" value="N"/> <input type="text" value="9"/> <input type="text" value="4"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="2"/> <input type="text" value="N"/> <input type="text" value="A"/> <input type="text" value="F"/>			<input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>	* <input type="text" value=""/> <input type="text" value=""/> <input type="text" value="1"/>
2	<input type="text" value="P"/> <input type="text" value="L"/> <input type="text" value="F"/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value="S"/> <input type="text" value="A"/> <input type="text" value="F"/>			<input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>	* <input type="text" value=""/> <input type="text" value="2"/> <input type="text" value="0"/>
3	<input type="text" value="P"/> <input type="text" value="L"/> <input type="text" value="A"/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value="G"/> <input type="text" value="A"/> <input type="text" value="F"/>			<input type="text" value="U"/> <input type="text" value="N"/> <input type="text" value="S"/>	* <input type="text" value=""/> <input type="text" value=""/> <input type="text" value="3"/>
4	<input type="text" value="P"/> <input type="text" value="L"/> <input type="text" value="A"/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value="G"/> <input type="text" value="A"/> <input type="text" value="F"/>			<input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>	* <input type="text" value=""/> <input type="text" value=""/> <input type="text" value="6"/>
5	<input type="text" value="R"/> <input type="text" value="K"/> <input type="text" value="N"/> <input type="text" value="0"/> <input type="text" value="1"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="2"/> <input type="text" value="B"/> <input type="text" value="A"/> <input type="text" value="F"/>			<input type="text" value="U"/> <input type="text" value="N"/> <input type="text" value="S"/>	* <input type="text" value=""/> <input type="text" value=""/> <input type="text" value="1"/>
6	<input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>			<input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>	* <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>
7	<input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>			<input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>	* <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>
8	<input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>			<input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>	* <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>
9	<input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>			<input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>	* <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>
10	<input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>			<input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>	* <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>
11	<input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>			<input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>	* <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>
12	<input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>			<input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>	* <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>
13	<input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>			<input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>	* <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>
14	<input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>			<input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>	* <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>
15	<input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>			<input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>	* <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>

example

REMARKS

INFO                      NAME/RANK    : **FREIGHTERS J, OR8**  
 ACTION                    CONTACT        : **0031 (0)40 231 6666**  
                              SIGNATURE     :

EATC ULD Control Message (example)

Update: 05 Jan 2015



# EATC GROUND OPERATIONS DOCUMENT CATALOG

## LL. International Load Summary Sheet front (ILSS)

EUROPEAN AIR TRANSPORT COMMAND

POC (Company or Unit/Office/Phone) \_\_\_\_\_  
 Supervisor / Data Controller (Title/Rank/Name) \_\_\_\_\_  
 Date of Issue \_\_\_\_\_



### INTERNATIONAL LOAD SUMMARY SHEET (ILSS)

#### GENERAL INFORMATION

1	Common name	
2	Nato / technical name	
A	NATO classification no.	
4	Description (i.e. 3 axle truck)	
5	Date of Manufacture	
6	Type of wheels (pneumatic tyres, steel, hard rubber, etc...)	
7	Airworthiness Certification Reference (if any)	
8	Aircraft already cleared for	
9	Aircraft already flown with	
Special driver needed for aircraft loading activities?		Yes <input type="checkbox"/> No <input type="checkbox"/>

#### TIE DOWN POINTS

<p>10 Demonstration of all Tie Down Points' capabilities in Force and in direction.</p>	<p>All Tie-Down points need to have a certificate that these capabilities are guaranteed through:</p> <ol style="list-style-type: none"> <li>1. a manufacturer's certificate</li> <li>2. an engineering demonstration (f.e. through finite element analysis)</li> <li>3. a real life tensioning (f.e. tension + deformation will give an ultimate Tie-Down Point capability)</li> <li>4. a careful engineering approximation (by a recognized engineering authority)</li> </ol> <p style="text-align: center;"><b>CERTIFICATION TO BE ATTACHED</b></p>
---	--

#### PLANNING DATA (WHEELED & NON-WHEELED)

11	Definition of Reference Line (RL)	REMARKS							
12	Total length	mm.	in.						
13	Maximum Width	mm.	in.						
14	Height at Front of Vehicle (HFV)	mm.	in.						
15	Maximum Height	mm.	in.						
16	Height at Rear of Vehicle (HRV)	mm.	in.						
17	Lower Forward Overhang (LFOH)	mm.	in.						
18	Lower Rear Overhang (LROH)	mm.	in.						
19	Upper Forward Overhang (UFOH)	mm.	in.						
20	Upper Rear Overhang (UROH)	mm.	in.						
21	Ground Clearance (GC) (FWD)	mm.	in.						
22	Ground Clearance (GC) (MID)	mm.	in.						
23	Ground Clearance (GC) (AFT)	mm.	in.						
24	Centre of Balance (CB) (FRL)	mm.	in.						
25	Planning Weight (AUW)	kg.	lb.						
26	Check Weight (AUW)	kg.	lb.						

#### AXLES & (location & data)

(*) = From Reference Line Wheelbase	Front		Axles Number						Rear				
	#1		#2		#3		#4		#5		#6		
	mm	in	mm	in	mm	in	mm	in	mm	in	mm	in	
27	(*) Distance (FRL) to...												
28	Wheel Track												
29	Wheel contact Length												
30	Wheel contact Width												
31	Wheel footprint <span style="float: right;">cm<sup>2</sup>   in<sup>2</sup></span>												
32	Wheels per axle												
Distance between axles	#1-#2		#2-#3		#3-#4		#4-#5		#5-#6				
33	Weights	Right		Left		kg		lb		kg		lb	
		bar		psi		bar		psi		bar		psi	
34	Tye pressure												



# EATC GROUND OPERATIONS DOCUMENT CATALOG


## International Load Summary Sheet back

PLANNING DATA (TRACKED)						
DISTANCES & DIMENSIONS			mm	in	WEIGHTS	
					kg	lb
35	Track Length (ground contact)				44	Planning Weight (AUW) with Ancillaries lowered
36	Track Width				45	Planning Weight (AUW) with Ancillaries raised
37	Track Gauge				46	Weight per track
38	Minimum Grouser Length					Right
39	Minimum Grouser Width					Left
40	Distance between grousers				TYPE OF SUSPENSION	
41	Centre of Balance (CB) (FRL)				Articulated <input type="checkbox"/>	Rigid <input type="checkbox"/> Other <input type="checkbox"/>
42	Lateral Offset of CG				Total Road Wheels (per side) R: <input type="text"/> L: <input type="text"/>	
43	Track Pad Footprint	cm   in²			Remarks	
DANGEROUS GOODS (DG)						
47	Fuel type and requested tank level %					
48	Visible DG * - Give UN No. & location	UN no		Loc		
		UN no		Loc		
		UN no		Loc		
		UN no		Loc		
49	Hidden DG * - UN No. & location	UN no		Loc		
		UN no		Loc		
		UN no		Loc		
		UN no		Loc		
REMARKS						
(pictures, additional information, mechanical matters, etc...)						



# EATC GROUND OPERATIONS DOCUMENT CATALOG

## MM. Drained/purged or cleaned declaration



**ACCOMPANYING DOCUMENT REGARDING DRAINED/ PURGED/CLEANED DECLARATION**

**This accompanying document confirms that the item on the certificate has been**

**Drained**  
 **Purged**  
 **Cleaned**

**according to the applicable guidelines**

Item: .....

Reference/ serial number item: .....

Company/ Unit that performed the cleaning: .....

.....


Reference number certificate: .....

.....

Unit: .....

Date: .....

Rank and name: .....

Signature:  .....

**This document is to be used if the drained/purged/cleaned certificate is not written in English**





# EATC GROUND OPERATIONS DOCUMENT CATALOG



## ACCOMPANYING DOCUMENT REGARDING DRAINED/ PURGED/CLEANED DECLARATION

This accompanying document confirms that the item on the certificate has been

- Drained
- Purged
- Cleaned

according to the applicable guidelines

Item: **Insert name of item** \_\_\_\_\_

Reference/ serial number item: **Insert reference or serial number of item** \_\_\_\_\_


Company/ Unit that performed the cleaning: \_\_\_\_\_  
**Insert the name of the company that performed the cleaning**

Reference number certificate: **Insert the number of the certificate provided by the Company/ Unit** \_\_\_\_\_

Unit: **Insert the Unit where this document is created** \_\_\_\_\_

Date: **Insert the date** \_\_\_\_\_

Rank and name: **Insert the rank and name of the person who created this document** \_\_\_\_\_

 **Insert the signature**  
Signature: \_\_\_\_\_

This document is to be used if the drained/purged/cleaned certificate is not written in English



# EATC GROUND OPERATIONS DOCUMENT CATALOG



ACCOMPANYING DOCUMENT REGARDING DRAINED/ PURGED/CLEANED DECLARATION

This accompanying document confirms that the item on the certificate has been

- Drained
- Purged
- Cleaned

according to the applicable guidelines

Item: Generator Diesel

Reference/ serial number item: SN 234AFG57HJ712

Company/ Unit that performed the cleaning: 11 Bevo, Dutch MOD

Reference number certificate: 0123456

example

Unit: 11 Bevo

Date: 04-04-2024

Rank and name: OR-9 A. Brown

Signature:  \_\_\_\_\_

This document is to be used if the drained/purged/cleaned certificate is not written in English



# EATC GROUND OPERATIONS DOCUMENT CATALOG

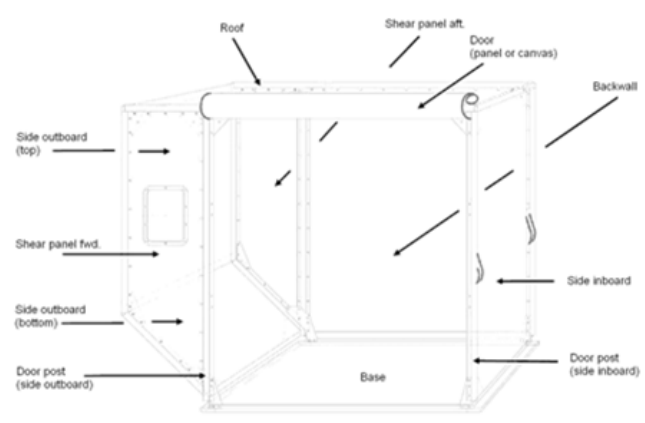
## Chapter 5 Quick reference Cards

### A. Unit Load Devices (ULD) markings

ULD TYPES AND EATC OWNER NATIONS									
ULD type and classification	User nations and military operator codes						Type	Remarks	
	Belgium	France	Germany	Netherlands	Spain	Italy			
<p>A standard and unique ULD identification code consists of 3 parts, each having its own meaning</p> <div style="text-align: center; border: 2px solid blue; padding: 5px; margin: 10px 0;"> <span style="font-size: 24px; font-weight: bold; letter-spacing: 10px;">A K E      0 1 2 3 4      X Y Z</span> </div> <p style="text-align: center;"> <span style="margin-right: 150px;">ULD type code</span> <span style="margin-right: 150px;">5 digit continuous inventory number determined by each owner</span> <span>3 digit operator designator</span> </p> <ul style="list-style-type: none"> <li><b>1/3 position: Type of ULD</b> Position 1 is used to describe the general type of the unit. (certified, non-certified, structural, non-structural) (examples: A = certified aircraft container, P = certified aircraft pallet, R = Thermal certified aircraft container) Position 2 refers to the base dimensions of the unit (examples: A = 2235 x 3175 mm [88 x 125 inch], B = 2235 x 2743 mm [88 x 108 inch], K = 1534 x 1562 mm [60,4 x 61.5 inch]) Position 3 refers to contour and compatibility of the unit (for details see IATA ULD regulations)</li> <li><b>4/5 position: year of production</b> For a ULD (Container or aircraft pallet) build in year 1996, the 4/5 position will read "96" (EATC reference)</li> <li><b>6/8 position: last 3 digits serial number</b> For a ULD (Container or aircraft pallet) with serial 001-12-354TH, the 6/8 position will read "354" (EATC reference)</li> <li><b>9/11 position: Owner / operator code</b> examples: SAF = Spanish Air Force, BAF = Belgian Air Force, FAF = French Air Force, GAF = German Air Force, IAF = Italian Air Force, NAF = Netherlands Air Force</li> </ul> <p><u>Note:</u> Identifier code attached to ULD in prescribed format (text) and locations, preferably also in combination with bar-code and/or (NATO standard) RFID tags.</p>									

DAMAGE CODES CONTAINER			
CB	Container Base	PD	Panel Door
EB	Extrusion Base	WD	Webbing Door
FB	Fastener Base	CP	Corner Panel
SB	Sheet Base	EP	Extrusion Panel
TB	Tie-down Base	FP	Fastener Panel
CD	Curtain Door	SP	Sheet Panel
HD	Hinge door	WP	Webbing Panel
LD	Lock Door	TM	TSO/ETSO Marking

DAMAGE CODES PALLET NET	DAMAGE CODES PALLET		
FN	Attachment Fittings	CB	Corner Base
GN	General	EB	Extrusion Base
HN	Adjusting Hooks	FB	Fastener Base
LN	Lashing Lines	SB	Sheet Base
MN	Mesh + Border Cords	TB	Tie-down Base
TM	TSO/ETSO Marking	TM	TSO/ETSO marking



Aircraft pallets and containers must be marked according the EATC agreed identifier system. Marking of nets is optional is a non-mandatory requirement.

K	1534	x	1562		60,4	x	61,5		
L	1534	x	3175		60,4	x	125		
M	2438	x	3175		96	x	125		
N	1562	x	2438		61,5	x	96	1	
P	1198	x	1534		47	x	60,4	1	
Q	1534	x	2438		60,4	x	96	1	
R	2438	x	4938		96	x	196	1	
X	largest dimension between 2438 mm and 3175 mm (between 96 inch and 125 inch)								1,2
Y	largest dimension ≤ 2438 mm (≤ 96 inch)								1,2
Z	largest dimension > 3175 mm (> 125 inch)								1,2

*Code list for aircraft units registered on or after 1 October 1984 according specification NAS 3610 (for dimensional data of units registered prior to 1 October 1984 see ULDR).*

Note 1) Not presently included in NAS 3610  
Note 2) Not otherwise specified









# EATC GROUND OPERATIONS DOCUMENT CATALOG

## B. Compatibility group Dangerous Goods

EATC  
Ground Operations Manual

Compatibility Group for Explosives

Classification Codes Class 1			Divisions		
Description of substances or article to be classified	Compatibility group	Classification code	Hazard Division	Description of division	Example
Primary explosive substance	<b>A</b>	1.1A	Division 1.1	Articles and substances having a mass explosion hazard.	
Article containing a primary explosive substance and not containing two or more effective protective features. Some articles, such as detonators for blasting, detonator assemblies for blasting and primers, cap-type, are included, even though they do not contain primary explosives	<b>B</b>	1.1B 1.2B 1.4B	Division 1.2	Articles and substances having a projection hazard but not a mass explosion hazard.	
Propellant explosive substance or other deflagrating explosive substance or article containing such explosive substance	<b>C</b>	1.1C 1.2C 1.3C 1.4C	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.	
Secondary detonating explosive substance or black powder or article containing a secondary detonating explosive substance, in each case without means of initiation and without a propelling charge, or article containing a primary explosive substance and containing two or more effective protective features	<b>D</b>	1.1D 1.2D 1.4D 1.5D	Division 1.4	Articles and substances presenting no significant hazard.	
Article containing a secondary detonating explosive substance, without means of initiation, with a propelling charge (other than one containing flammable liquid or gel or hypergolic liquid)	<b>E</b>	1.1E 1.2E 1.4E	Division 1.5	Very insensitive substances having a mass explosion hazard.	
Article containing a secondary detonating explosive substance with its means of initiation, with a propelling charge (other than one containing flammable liquid or gel or hypergolic liquid) or without a propelling charge	<b>F</b>	1.1F 1.2F 1.3F 1.4F	Division 1.6	Extremely insensitive substances having a mass explosion hazard.	
Pyrotechnic substance or article containing a pyrotechnic substance, or article containing both an explosive substance and an illuminating, incendiary, tear-producing or smoke-producing substance (other than a water-activated article or one containing white phosphorus, phosphide or flammable liquid or gel or hypergolic liquid)	<b>G</b>	1.1G 1.2G 1.3G 1.4G			
Article containing both an explosive substance and white phosphorus	<b>H</b>	1.2H 1.3H			
Article containing both an explosive substance and flammable liquid or gel	<b>J</b>	1.1J 1.2J 1.3J			
Article containing both an explosive substance and a toxic chemical agent	<b>K</b>	1.2K 1.3K			
Explosive substance or article containing an explosive substance and presenting a special risk (e.g., due to water-activation or presence of hypergolic liquids, phosphides or pyrophoric substances) needing isolation of each type	<b>L</b>	1.1L 1.2L 1.3L			
Articles predominantly containing extremely insensitive substances	<b>N</b>	1.6N			
Substance or article so packed or designed that any hazardous effects arising from accidental functioning are limited to the extent that they do not significantly hinder or prohibit fire fighting or other emergency response efforts in the immediate vicinity of the package	<b>S</b>	1.4S			



# EATC GROUND OPERATIONS DOCUMENT CATALOG

## C. Compatibility Chart Class 1

Compatibility Chart CLASS 1																
EATC separation table is applicable for ICAO non-compliant items of Class 1 and applicable for nations implemented the Stang 4441 & Amovp-6 SRDG																
Compatibility Group (CG)	A	B	C	D	E	F	G	H	J	K	L	N	S			
Class 1 / Explosives																
A	✓	S	S	S	S	S	S	S	S	S	⊗	S	S			
B	S	✓	S	S	S	S	S	S	S	S	⊗	S	S			
C	S	S	✓	✓	✓	S	⊗	S	S	S	⊗	S	S			
D	S	S	✓	✓	✓	S	⊗	S	S	S	⊗	S	S			
E	S	S	✓	✓	✓	S	⊗	S	S	S	⊗	S	S			
F	S	S	S	S	✓	✓	S	S	S	S	⊗	S	S			
G	S	S	⊗	⊗	⊗	S	✓	S	S	S	⊗	S	S			
H	S	S	S	S	S	S	S	✓	S	S	⊗	S	S			
J	S	S	S	S	S	S	S	S	✓	S	⊗	S	S			
K	S	S	S	S	S	S	S	S	S	✓	⊗	S	S			
L	⊗	⊗	⊗	⊗	⊗	⊗	⊗	⊗	⊗	⊗	⊗	⊗	⊗			
N	S	S	S	S	S	S	S	S	S	S	⊗	⊗	⊗			
S	S	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			

**Notes:**

- The separation chart only provides details to the ground handler on loading requirements (cargo build up) once a transport is authorized by operator nation(s). It does not reflect an automatic clearance by which nations allow these dangerous goods to be transported on board their assets. This must be regulated separately by other means and is reflected in the mission order (AIMO or similar national document).
- There are no legal reasons why Class 1 cannot be transported with non-dangerous goods. Therefore, generic cargo should be used for making separations between Class 1 commodities. However, consideration must be given to the potential risks in contributing to damage (e.g., fragmentation) and in clearing DG in the event of an incident. Damage and securing materials should be kept to a minimum.
- Required separation distances between Class 1 commodities must especially be taken into account during cross-loading operations. Pallet positions may differ between strategic and tactical aircraft (pallet may turn 90 degrees to fit the loading system) or by the rearrangement of pallets. A minimum distance of 2 metres (a minimum of 1 aircraft pallet on Italian aircraft) must be maintained whenever applicable during cross-loading activities.
- The safety of explosive substances and articles could best be assured by showing and transporting each type separately. However, for practical purposes, such as total separation cannot be entertained. Therefore, because some mixing of ammunition and explosive types is necessary, a criterion has been developed whereby the explosive substances and articles of Class 1 are divided into a number of compatibility groups, as denoted by a code letter.

**Legend:**

- ✓ Allowed; this symbol at the intersection between row and column indicate that packages containing these compatibility groups (CG) do not require separation.
- ⊗ Allowed; packages containing these compatibility groups (CG) require separation.
- ⊗ The distance between Class 1 commodities that must be applied when they require separation is a minimum distance of 2 metres (not parked on one pallet).
- ⊗ Allowed with restriction:
  - if at least one explosive item (within CG C, D, E and G) is forbidden by ICAO-TI/MIA DGR, the packages must be separated by at least 2 m in any direction
  - if both explosive items (within CG C, D, E and G) are compliant with ICAO-TI/MIA DGR, the packages are compatible and may be carried without separation;
  - the CG L articles may only be carried on the same aircraft with the same type of explosives in CG L and cannot be carried with any other CG goods;
- ⊗ Forbidden; a combination of ammunition and/or explosives of these CGs (together with CG I) are forbidden for air transport

V2.0



# EATC GROUND OPERATIONS DOCUMENT CATALOG

## D. Hazard labels classes 1 to 9

### Class 1 Explosives



Explosives, 1.1, 1.2, 1.3

#### CLASS 1 – EXPLOSIVES

Explosives are materials or items which have the ability to rapidly conflagrate or detonate as a consequence

#### Sub-Divisions

Division 1.1: Substances and articles which have a mass explosion hazard  
 Division 1.2: Substances and articles which have a projection hazard but not a mass explosion hazard  
 Division 1.3: Substances and articles which have a fire hazard and either a minor blast hazard or a minor projection hazard or both  
 Division 1.4: Substances and articles which present no significant hazard; only a small hazard in the event of ignition or initiation during transport with any effects largely confined to the package  
 Division 1.5: Very insensitive substances which have a mass explosion hazard  
 Division 1.6: Extremely insensitive articles which do not have a mass explosion hazard

### Class 2 Gases



Flammable, 2.1

Non-Flammable, 2.2  
Non-Toxic, 2.2

Toxic, 2.3

#### CLASS 2 – GASES

Gases are defined by dangerous goods regulations as substances which have a vapour pressure of 300 kPa or greater at 50°C or which are completely gaseous at 20°C at standard atmospheric pressure, and items containing these substances. The class encompasses compressed gases, liquefied gases, dissolved gases, refrigerated liquefied gases, mixtures of one or more gases with one or more vapours of substances of other

#### Sub-Divisions

Division 2.1: Flammable gases  
 Division 2.2: Non-flammable, non-toxic gases  
 Division 2.3: Toxic gases

### Class 3 Flammable Gases



Flammable Liquids, 3

#### CLASS 3 – FLAMMABLE LIQUIDS

Flammable liquids are defined by dangerous goods regulations as liquids, mixtures of liquids or liquids containing solids in solution or suspension which give off a flammable vapour (have a flash point) at temperatures of not more than 60.5°C, liquids offered for transport at temperatures at or above their flash point or substances transported at elevated temperatures in a liquid state and which give off a flammable

#### Sub-Divisions

There are no subdivisions within Class 3, Flammable Liquids.

### Class 4 Flammable Solids



Flammable Solid, 4.1

Substances Liable to Spontaneous Combustion, 4.2

Substances which in contact with water Emit Flammable Gases, 4.3

#### CLASS 4 – FLAMMABLE SOLIDS; SUBSTANCES LIABLE TO SPONTANEOUS COMBUSTION; SUBSTANCES WHICH EMIT FLAMMABLE GASES WHEN IN CONTACT WITH WATER

Flammable solids are materials which, under conditions encountered in transport, are readily combustible or may cause or contribute to fire through friction, self-reactive substances which are liable to undergo a strongly exothermic reaction or solid desensitized explosives. Also included are substances which are liable to spontaneous heating under normal transport conditions, or to heating up in contact with air, and are consequently liable to catch fire and substances which emit flammable gases or become spontaneously

#### Sub-Divisions

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; Organic Peroxides



Oxidizing Substances, 5.1

Organic Peroxides, 5.2

#### CLASS 5 – OXIDIZING SUBSTANCES; ORGANIC PEROXIDES

Oxidizers are defined by dangerous goods regulations as substances which may cause or contribute to combustion, generally by yielding oxygen as a result of a redox chemical reaction. Organic peroxides are substances which may be considered derivatives of hydrogen peroxide where one or both hydrogen atoms of the chemical structure have been replaced by organic radicals.

#### Sub-Divisions

Division 5.1: Oxidizing substances  
 Division 5.2: Organic peroxides

### Class 6 Toxic Substances; Infectious Substances



Toxic Substances, 6.1

Infectious Substances, 6.2

#### CLASS 6 – TOXIC SUBSTANCES; INFECTIOUS SUBSTANCES

Toxic substances are those which are liable either to cause death or serious injury or to harm human health if swallowed, inhaled or by skin contact. Infectious substances are those which are known or can be reasonably expected to contain pathogens. Dangerous goods regulations define pathogens as microorganisms, such as bacteria, viruses, rickettsiae, parasites and fungi, or other agents which can cause disease in humans or

#### Sub-Divisions

Division 6.1: Toxic substances  
 Division 6.2: Infectious substances

### Class 7 Radioactive Material



Cat I - White

Cat II - Yellow

Cat III - Yellow

Critical Safety Index Label

#### CLASS 7 – RADIOACTIVE MATERIAL

Dangerous goods regulations define radioactive material as any material containing radionuclides where both the activity concentration and the total activity exceeds certain pre-defined values. A radionuclide is an atom with an unstable nucleus and which consequently is subject to radioactive decay.

#### Sub-Divisions

There are no subdivisions within Class 7, Radioactive Material.  
 Category I - White, Category II - Yellow, Category III - Yellow,  
 Critical Safety Index Label

### Class 8 Corrosives



Corrosives, 8

#### CLASS 8 – CORROSIVES

Corrosives are substances which by chemical action degrade or disintegrate other materials upon contact

#### Sub-Divisions

There are no subdivisions within Class 8, Corrosives.

### Class 9 Miscellaneous Dangerous goods & Lithium Batteries



Miscellaneous Dangerous Goods, 9

Lithium Batteries, 9

#### CLASS 9 – MISCELLANEOUS DANGEROUS GOODS & LITHIUM BATTERIES

Miscellaneous dangerous goods and Lithium Batteries are substances and articles which during transport present a danger or hazard not covered by other classes. This class encompasses, but is not limited to, environmentally hazardous substances, substances that are transported at elevated temperatures, miscellaneous articles and substances, genetically modified organisms and micro-organisms and (depending on the method of transport) magnetized materials and aviation regulated substances.












#### Sub-Divisions

Class 9, Miscellaneous Dangerous Goods  
 Class 9, Lithium Batteries



# EATC GROUND OPERATIONS DOCUMENT CATALOG

## E. Handling labels

Handling Labels	
	Magnetized Material
	Cargo Aircraft Only. CAO
	Package Orientation
	Keep away from Heat
	Fragile, handel with care
	Cryogenic Liquids, Extremely cold
	Lithium Battery Label
	Time & Temperature sensitive
	Dangerous Goods in Excepted Quantities
	Limited Quantities Mark
	Environmentally Hazardous Substance Mark



# EATC GROUND OPERATIONS DOCUMENT CATALOG

## F. UN packing codes

### How to read UN packaging Codes

#### Combination Packaging

2 18 3 4 5 6

**4GV/X15/S/15**

**USA/+CE0000**

1 7 8

- 1 United Nations Symbol
- 2 Packaging Code
- 3 Performance level (Packaging Group)
- 4 Maximum gross mass (KG)
- 5 Approved as single Packaging for solids or as combination packaging
- 6 Year of Manufacture
- 7 Country of authorization
- 8 Manufacturer identification
- 9 Supplemental packaging code

#### Single and Composite Packaging

2 3 9 10 6

**1H1/X1.8/250/15**

**CAN/ ICC2-041 1.0**

1 7 8 11

- 1 United Nations Symbol
- 2 Packaging Code
- 3 Performance level (Packaging Group)
- 4 Maximum gross mass (KG)
- 5 Year of Manufacture
- 6 Country of authorization
- 7 Manufacturer identification
- 8 Maximum specific gravity allowed (Check Regulations)
- 9 Hydrostatic test pressure (Kpa)
- 10 Minimum thickness (MM)

2 3 4 5 6

**1A2/Y150/S/15**

**USA/+CE0000 1.0**

1 7 8 11

- 1 United Nations Symbol
- 2 Packaging Code
- 3 Performance level (Packaging Group)
- 4 Maximum gross mass (KG)
- 5 Approved as single Packaging for solids or as combination packaging
- 6 Year of Manufacture
- 7 Country of authorization
- 8 Manufacturer identification
- 11 Minimum thickness (MM)

#### Reconditioned Single Packaging

2 3 9 10 6

**1A1/X1.8/250/14**

**USA/M0000/15/RL**

1 12 13 14 15

- 1 United Nations Symbol
- 2 Packaging Code
- 3 Performance level (Packaging Group)
- 6 Year of Manufacture
- 9 Maximum specific gravity allowed (Check Regulations)
- 10 Hydrostatic test pressure (Kpa)
- 12 Country in which reconditioning was performed
- 13 Re-conditioner identification
- 14 Year of reconditioning
- 15 R = Reconditioned / L = Leak-proof

#### Intermediate Bulk Containers (IBC)

2 3 16 6

**31H1/Y/06 15**

**CAN/ ICC2-041/3600/1200**

1 7 8 17 4

- 1 United Nations Symbol
- 2 Packaging Code
- 3 Performance level (Packaging Group)
- 4 Maximum gross mass (KG)
- 5 Year of Manufacture
- 7 Country of authorization
- 8 Manufacturer identification
- 16 Month of Manufacture
- 17 Stack test load (Kg)

TYPL	IBC	DESIGN CHARACTERISTICS
11	rigid	solids loaded or discharged by gravity
13	flexible	solids loaded or discharged by gravity
21	rigid	solids loaded or discharged under pressure
31	rigid	for liquids

#### Packaging Identification codes

<b>2</b> Type of Packaging	<b>5</b> Bag	<b>3</b> Performance level
<b>1</b> Drum	<b>6</b> Composite packaging	<b>X</b> Packing group I, II, III
<b>2</b> Wooden Barrel	<b>7</b> Pressure receptacle	<b>Y</b> Packing group I, III
<b>3</b> Jerrican		<b>Z</b> Packing group III only
<b>4</b> Box		

<b>2</b> Material of construction	
<b>A</b> Steel	<b>H</b> Plastic
<b>B</b> Aluminium	<b>L</b> Textile
<b>C</b> Natural wood	<b>M</b> Paper Multiwall
<b>D</b> Plywood	<b>N</b> Other Metal
<b>F</b> Reconstituted wood	<b>P</b> Glass, Porcelain, Stoneware
<b>G</b> Fibreboard	

<b>2</b> Subcategory of packing		<b>9</b> Supplemental packaging code
Drums:	Bags:	<b>V</b> Variation Packaging
<b>1</b> Non-removable head	<b>5M1</b> -Multiwall	<b>T</b> Salvage packaging
<b>2</b> Removable head	<b>5M2</b> -Multiwalled, water resistant	





# EATC GROUND OPERATIONS DOCUMENT CATALOG

## G. Measurements convert

To convert	To	Multiply by
Ampere per meter (A/m)	Oersted	0,01257
Bar	Kilopascal (kPa)	100
Curie (Ci)	Gigabecquerel (GBq)	37
Foot (Ft)	Meter (m)	0,3048
Gallon (Imperial)	Litre (L)	4,546
Gallon (US liquid)	Litre (L)	3,785
Gram (g)	Ounce (avoirdupois)	0,03527
Gray (Gy)	Rad	100
Inch (in)	Millimetre (mm)	25,4
Kilogram (kg)	Pound (lb)	2,205
Kilogram per square centimetre (kg/cm2)	kilopascal (kPa)	98,07
Kilopascal (kPa)	Bar	0,01
Kilopascal (kPa)	Kilogram per square centimetre (kg/cm2)	0,0102
Kilopascal (kPa)	Pound per square inch	0,145
Litre (L)	Gallon (Imperial)	0,22
Litre (L)	Gallon (US liquid)	0,2642
Litre (L)	Pint (Imperial)	1,76
Litre (L)	Pint (US)	2,113
Litre (L)	Quart (imperial)	0,8799
Litre (L)	Quart (US)	1,057
Meter (m)	Foot (ft)	3,281
Millilitre (mL)	Ounce, fluid (Imperial)	0,0352
Millilitre (mL)	Ounce, fluid (US)	0,03381
Millimetre (mm)	Inch (in)	0,03937
Oersted	Ampere per meter (A/m)	79,58
Ounce (avoirdupois)	Gram (g)	28,35
Ounce, fluid (Imperial)	Millilitre (mL)	28,41
Ounce, fluid (US)	Millilitre (mL)	29,57
Pint (Imperial)	Litre (L)	0,5683
Pint (US)	Litre (L)	0,4732
Pound (avoirdupois)	Kilogram (kg)	0,4536
Pound per square inch (lb/sq.in)	kilopascal (kPa)	6,895
Quart (Imperial)	Litre (L)	1,137
Quart (US)	Litre (L)	0,9464
Rad	Gray (Gy)	0,01
Rem	Sievert (Sv)	0,01
Sievert (Sv)	Rem	100
Temperature in degree Celsius (°C)	Temperature in Kelvin	add 273,15
Temperature in degree Fahrenheit (°F)	Temperature in degrees Celsius (°C)	Subtract 32 °F and multiply by 5/9
Temperature in degrees Celsius (°C)	Temperature in degrees Fahrenheit (°F)	Multiply by 9/5 en add 32 °F
Temperature in Kelvin	Temperature in degrees Celsius (°C)	subtract 273,15
Terabecquerel (TBq)	Curie (Ci)	27,03



# EATC GROUND OPERATIONS DOCUMENT CATALOG

Calculation/conversion formulas metrical → English (Imperial)					
<b>Surface</b>					
.....	m <sup>2</sup>	x	10.75	=	..... ft <sup>2</sup> (feet <sup>2</sup> )
.....	cm <sup>2</sup>	x	0.155	=	..... in <sup>2</sup> (inch <sup>2</sup> )
<b>Length</b>					
.....	m	x	3.28	=	..... ft (feet)
.....	cm	x	0.394	=	..... in (inch)
<b>Weight</b>					
.....	kg	x	2.205	=	..... lb (pound)
<b>Pressure</b>					
.....	kg/cm <sup>2</sup>	x	14.29	=	..... psi
.....	bar	x	14.51	=	..... psi
<b>Volume</b>					
.....	Litre	x	0.264	=	..... Gallon (US)
<b>Surface</b>					
.....	ft <sup>2</sup> (feet <sup>2</sup> )	x	0.093	=	..... m <sup>2</sup>
.....	in <sup>2</sup> (inch <sup>2</sup> )	x	6.45	=	..... cm <sup>2</sup>
<b>Length</b>					
.....	ft (feet)	x	0.305	=	..... m
.....	in (inch)	x	2.54	=	..... cm
<b>Weight</b>					
.....	lb (pound)	x	0.4536	=	..... kg
<b>Pressure</b>					
.....	psi	x	0.07	=	..... kg/cm <sup>2</sup>
.....	psi	x	0.0689	=	..... bar
<b>Volume</b>					
.....	Gallon(US)	x	3.785	=	..... Litre

## Authorized equivalents (IATA)

VOLUME		
Litres	Imperial	U.S.
0,5	1 pt	1 pt
1	1 qt	1 qt
2	2 qt	2 qt
2,5	5 pt	5 pt
5	1 gal	1,25 gal
10	2 gal	2,5 gal
15	3 gal	3,75 gal
20	4,25 gal	5 gal
25	5,5 gal	6,25 gal
30	6,5 gal	7,5 gal
42	9 gal	11 gal
50	11 gal	13 gal
60	13 gal	15 gal
100	22 gal	25 gal
120	26 gal	30 gal
220	48 gal	55 gal
250	55 gal	62,5 gal



# EATC GROUND OPERATIONS DOCUMENT CATALOG

## H. Handling code table (Description to IMP)

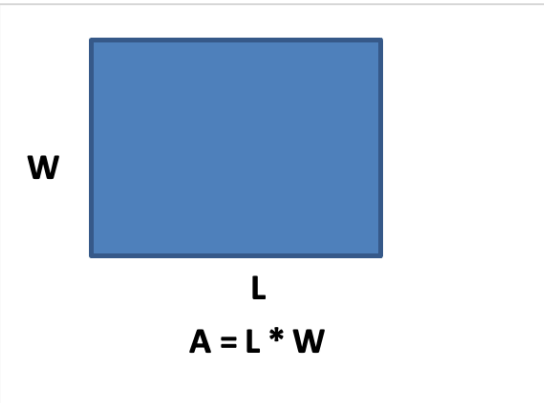
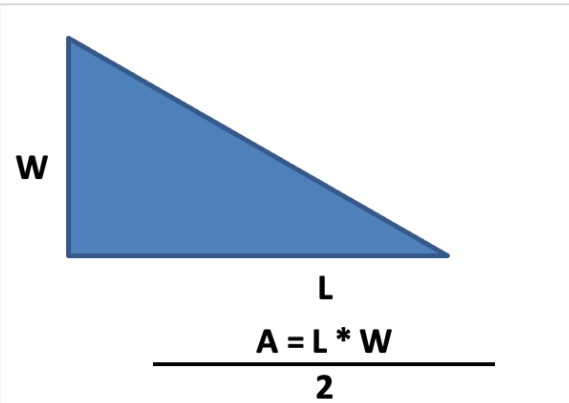
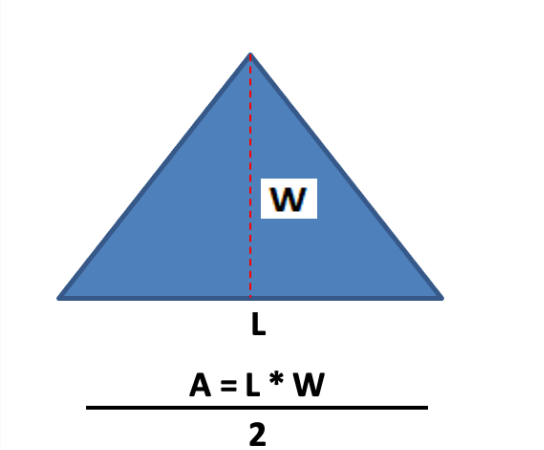
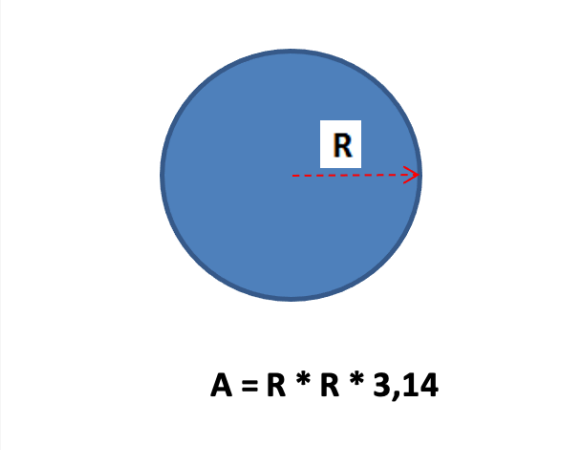
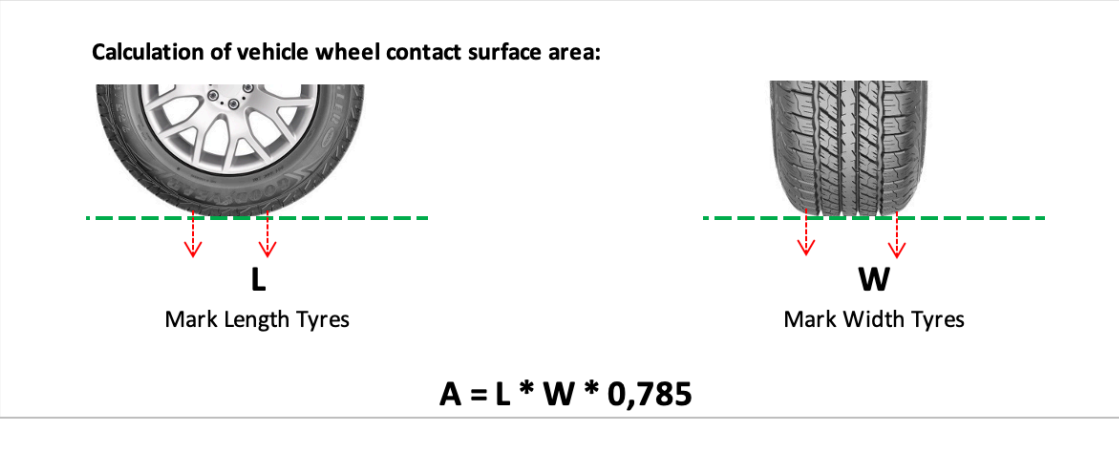
Handling code table (Description to IMP)			
Code	Description	Code	Description
AOG	Aircraft on ground	PEM	Meat
ART	Product of art	PEP	Fruits and vegetables
AVB	Living birds	PER	Perishable cargo
AVF	Living fish	PES	Fish/seafood
AVI	Living animal	RAD	Radioactive
AVX	Living chicken	RCL	Cryogenic liquids
BIG	Outsized	RCM	Corrosives, class 8
CAO	Cargo aircraft only	RCX	Explosives 1.3c, class 1.3c
COM	Company mail	RDS	Diagnostic specimen
DGD	Declaration for Dangerous Goods	REQ	DG in excepted quantities
DIP	Diplomatic mail	REX	Explosives 1.1, 1.2, 1.3, 1.4f, 1.5, 1.6, class 1.xxx
EAT	Foodstuff	RFG	Flammable compressed gas, class 2
FAM	Fire arms	RFL	Flammable liquid, class 3
FIL	Undeveloped/exposed film	RFS	Flammable solid, class 4
HEA	Heavy cargo 150kg/p	RFW	Dangerous when wet, class 4
HEG	Hatching eggs	RGX	Explosives 1.3g, class 1.3g
HUM	Human remains	RIS	Infectious substance, class 6
ICE	Dry ice	RMD	Miscellaneous danger, class 9
LHO	Living human organs	RNG	Non-flammable compressed gas, class 2
MAG	Magnetised material	ROP	Organic peroxide, class 5.2
MED	Medicines	ROX	Oxidiser, class 5.1
MUW	Munitions of war	RPB	Poison, class 6
NRA	Non-radioactive	RPG	Poisonous gas, class 2
NWP	Newspaper/magazines	RRE	Excepted packages of RA material
OHG	Overhang item	RRW	Radioactive cat. I white, class 9(I)
PAC	Passenger And Cargo	RRY	Radioactive cat. II and III yellow, class 7(II/III)
PEF	Flowers	RSB	Polystyrene Beads
RSC	Spontaneous combustible, class 4	RXS	Explosives 1.4s, class 1.4s
RXB	Explosives 1.4b, class 1.4b	SWP	Sporting weapons
RXC	Explosives 1.4c, class 1.4c	VAL	Valuable cargo
RXD	Explosives 1.4d, class 1.4d	VOL	Volume cargo
RXE	Explosives 1.4e, class 1.4e	VUN	Vulnerable cargo
RXG	Explosives 1.4g, class 1.4g	WET	Wet material not packed
<b>Lithium</b>			
RLI	Lithium ion batteries: Class 9, section I		
RLM	Lithium metal batteries: Class 9, section I		
RBI	Fully regulated lithium ion batteries: Class 9, UN 3480		
RBM	Fully regulated lithium metal batteries: Class 9, UN3090		



# EATC GROUND OPERATIONS DOCUMENT CATALOG

## I. Shoring calculation

Shoring is lumber, planking, or similar material used to protect the aircraft cargo floor or pallet surfaces. It decreases the approach angle of aircraft ramps, protects airport parking ramps, spreads weight over a larger area, or keeps pallets off the ground. Shoring is very important. It can make the difference between carrying or not carrying a given piece of equipment or load.

 <p><b>W</b></p> <p><b>L</b></p> <p><b>A = L * W</b></p>	 <p><b>W</b></p> <p><b>L</b></p> <p><b>A = L * W</b> ————— <b>2</b></p>
 <p><b>W</b></p> <p><b>L</b></p> <p><b>A = L * W</b> ————— <b>2</b></p>	 <p><b>R</b></p> <p><b>A = R * R * 3,14</b></p>
<p><b>Calculation of vehicle wheel contact surface area:</b></p>  <p><b>L</b> Mark Length Tyres</p> <p><b>W</b> Mark Width Tyres</p> <p><b>A = L * W * 0,785</b></p>	



# EATC GROUND OPERATIONS DOCUMENT CATALOG

## J. Aircraft Load Factors

Aircraft Load Factors:	FWD	AFT	LAT	+pax	VERT	
A400m (BEL)						G
A400m (SPA)						G
A400m (GER)						G
A400m (FRA)	3.0	1.5	1.5	3.0	3.0	G
C-130 (FRA)	3.0	1.5	1.5		2.0	G
C-130 (NLD)	3.0	1.5	1.5	9.0	2.0	G
C-130 (SPA)						G
C-130 (ITA)						G
C-160 (FRA)	3.0	1.5	1.5		2.0	G
CN235 (FRA)	3.0	1.5	1.5		2.0	G
A330 MMU						G
A310 MRTT (GER)						G
C-27 j (ITA)						G
C-295 (SPA)						G
						G



# EATC GROUND OPERATIONS DOCUMENT CATALOG

## K. Weight spread calculation

To determine how much shoring to use for a given load, compare the area of contact between the load and the shoring to the area of contact between the shoring and the aircraft cargo floor. To calculate the contact area of rectangular loads, multiply the width of the item by its length.

Assume that a plank is 2 inches thick. A box resting on it is 12 inches long by 6 inches wide. The area of contact between the box and the plank is 6 times 12 inches, or 72 square inches. Extend imaginary planes down and out from the edges of the bottom of the box through the plank at 45-degree angles. Where these imaginary planes meet the cargo floor, the area of contact will be 10 times 16 inches, or 160 square inches

In this case, the area of contact has increased by 122 percent, or more than doubled. When 2-inch-thick shoring is used, the area over which the load is distributed is enlarged by a 2-inch border all around the area of contact of the load and the shoring. This border is as wide as the shoring is thick. If the shoring is 1 inch thick, the load bearing border added is 1 inch wide; if the shoring is 3 inches thick, the load bearing border added is 3 inches wide, and so on. Generally, using shoring thicker than 4 inches is not practical. The relation between the width of the border and the thickness of the shoring applies to all shoring.

