

Integrated, Innovative, Effective
European Air Transport Command



Air Mobility
Together we go beyond

EATC Ground Operations Document Catalogue

Standardized documents and Quick reference cards
for Handling Passengers and Cargo

EATC, Functional Division

2026

Edition 4



Attachment EATC Operations Manual Subpart H - Handling

EATC GROUND OPERATIONS DOCUMENT CATALOGUE

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 catalogue 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

<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.

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 CATALOGUE

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Chapter 1 Generic Documents

A. EGOM Change Proposal



EUROPEAN AIR TRANSPORT COMMAND

EGOM CHANGE PROPOSAL FORM

EATC Ground Operation Manual
EATC Ground Operation Document Catalogue

EATC Technical and Logistic Branch
 Phone : +31-889 510883 / 510887
 Email : egom@eatc-mil.org

Organization		Date	
Unit		Local reference number	
Name		National reference number	
Rank		Fill-in by unit / nation Fill-in by EATC	
Telephone		EATC reference number	
Email		Forum	

This document serves as a template for submitting proposals to amend the EATC Ground Operations Manual (EGOM) or the Document Catalogue. Once completed, it facilitates discussion among relevant national stakeholders and supports the continuous improvement of the EGOM. By providing a structured tool to capture the experience and best practices of ground handling agencies, air terminal staff, and other entities, it helps justify proposed changes and enhances overall performance. To enable proper assessment and informed decision-making, proposals must include sufficient detail, supporting arguments, references, and clear recommendations.

Subject change proposal (select issue)

Reference	Issue	Reference	Issue	Proposal type
E1	☐ Chapter 1: Introduction	E9	☐ Chapter 9: Communication	☐ Add
E2	☐ Chapter 2: Passenger handling	E10	☐ EGOM Document Catalogue	☐ Change
E3	☐ Chapter 3: Baggage handling	E11	☐ Other (specify below)	☐ Delete
E4	☐ Chapter 4: Cargo/mail handling			
E5	☐ Chapter 5: Aircraft handling			
E6	☐ Chapter 6: Security and safety			
E7	☐ Chapter 7: Load control			
E8	☐ Chapter 8: CATO			

Detailed reference (part, table, etc.)

Description of the proposal

EGOM change proposal v2.1

Update: 29-10-2025
V 2.1

EATC GROUND OPERATIONS DOCUMENT CATALOGUE



EUROPEAN AIR TRANSPORT COMMAND

EGOM CHANGE PROPOSAL FORM

EATC Ground Operation Manual

EATC Ground Operation Document Catalogue

EATC Technical and Logistic Branch

Phone : +31-889 510883 / 510887

Email : egom@eatc-mil.org

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

This document serves as a template for submitting proposals to amend the EATC Ground Operations Manual (EGOM) or the Document Catalogue. Once completed, it facilitates discussion among relevant national stakeholders and supports the continuous improvement of the EGOM. By providing a structured tool to capture the experience and best practices of ground handling agencies, air terminal staff, and other entities, it helps justify proposed changes and enhances overall performance. To enable proper assessment and informed decision-making, proposals must include sufficient detail, supporting arguments, references, and clear recommendations.

Subject change proposal (select issue)

Reference Issue 12 E1 ☐ Chapter 1: Introduction E2 ☐ Chapter 2: Passenger handling E3 ☐ Chapter 3: Baggage handling E4 ☐ Chapter 4: Cargo/mail handling E5 ☐ Chapter 5: Aircraft handling E6 ☐ Chapter 6: Security and safety E7 ☐ Chapter 7: Load control E8 ☐ Chapter 8: CATO	E9 ☐ Chapter 9: Communication E10 ☐ EGOM Document Catalogue E11 ☐ Other (specify below)	Proposal type 13 ☐ Add ☐ Change ☐ Delete
---	--	---

14

Detailed reference (part, table, etc.) 15

16

17

EGOM change proposal v2.1

Update: 29-10-2025
V 2.1

EATC GROUND OPERATIONS DOCUMENT CATALOGUE

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 E10 or 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 CATALOGUE



EUROPEAN AIR TRANSPORT COMMAND

EGOM CHANGE PROPOSAL FORM

EATC Ground Operation Manual

EATC Ground Operation Document Catalogue

EATC Technical and Logistic Branch

Phone : +31-889 510883 / 510887

Email : egom@eatc-mil.org

Organization	SPAF	Date	05/11/2025
Unit	GRUEMA	Local reference number	GRUEMA 25-01
Name	M. Reyes	National reference number	EATC001
Rank	OF-3	FB-in by unit / nation	FB-in by EATC
Telephone	0034923202122	EATC reference number	ESP-01
Email	m.reyes@ea.mde.es	Forum	GHWG

This document serves as a template for submitting proposals to amend the EATC Ground Operations Manual (EGOM) or the Document Catalogue. Once completed, it facilitates discussion among relevant national stakeholders and supports the continuous improvement of the EGOM. By providing a structured tool to capture the experience and best practices of ground handling agencies, air terminal staff, and other entities, it helps justify proposed changes and enhances overall performance. To enable proper assessment and informed decision-making, proposals must include sufficient detail, supporting arguments, references, and clear recommendations.

Subject change proposal (select issue)

Reference	Issue	Proposal type
E1	☐ Chapter 1: Introduction	☐ Add
E2	☐ Chapter 2: Passenger handling	☒ Change
E3	☐ Chapter 3: Baggage handling	☐ Delete
E4	☐ Chapter 4: Cargo/mail handling	
E5	☐ Chapter 5: Aircraft handling	
E6	☐ Chapter 6: Security and safety	
E7	☐ Chapter 7: Load control	
E8	☐ Chapter 8: CATO	
E9	☐ Chapter 9: Communication	
E10	☒ EGOM Document Catalogue	
E11	☐ Other (specify below)	

Chapter 4D. Dangerous Goods Checklist

Detailed reference (part, table, etc.)

Description of the proposal

The IATA DGR reference in item 10 is incorrect. It should cite 8.1.6.9.1 instead of 8.1.6.9.3.

example

IATA Dangerous Goods Regulations, 67th Edition, page 1081 — DG Checklist for a Non-Radioactive Shipment.

EATC GROUND OPERATIONS DOCUMENT CATALOGUE

B. EGOM Mission Planning Evaluation Sheet (MPES)

MISSION _____ - _____

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: missionevaluationoffice@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 PLANNING EVALUATION SHEET - CODES

1. Mission Planning

1 - ATR		
PAX	Generic ATR	PA 00
	TS request mistakes	PA 01
	Missing POC	PA 02
	PAX-list too late	PA 03
	PAX-list incomplete	PA 04
	Cancelled	PA 05
PAX Booking	At APOD incomplete	PA 10
	At APOD incomplete	PA 11
	Less than 75 % as ATR	PA 12
	Less than 50 % as ATR	PA 13
	Less than 25 % as ATR	PA 14
Dangerous Goods	Generic ATR	PA 20
	TS request faults	PA 21
	Missing POC	PA 22
	Missing Shippers Decl.	PA 23
	Cancelled	PA 25
General Cargo	Generic ATR	PA 30
	TS request faults	PA 31
	Missing POC	PA 32
	Missing Documents	PA 33
	Cancelled	PA 35
VP	Generic ATR	PA 40
	TS request faults	PA 41
	Missing POC Planning	PA 42
	Missing POC Executing	PA 43
	Missing VP-list	PA 44
	Incomplete VP-list	PA 45
	Too late VP-list	PA 46
Other	See remarks	PA 99

2 - AEROMEDICAL EVACUATION		
AE ATR	General Issue	PD 05
	Cancelled	PD 06
SOP OPSD-AE-001	General Issue	PD 20
	Incomplete Request	PD 21
Other	See remarks	PD 99

3 - ATARES		
Proposal	General Issue	PN 00
	Refused by NMTCC	PN 01
Solution	General Issue	PN 20
	Refused by Authorizer	PN 21
Reporting	Poor Reporting by EA	PN 22
Different Mission to the same Destination	General Issue	PN 30
	Combined	PN 31
Other	See remarks	PN 99

4 - Tasking Branch		
Planning phase	General Issue	PT 00
	Not effective / efficient	PT 01
	Overload at HandOver	PT 02
	Dep Times not de-conflicted	PT 03
A/C type changes due to	General Issue	PT 20
	Maintenance	PT 21
	Load	PT 22
General planning	General Issue	PT 30
	Overload	PT 31
	Overweight	PT 32
FDR	General Issue	PT 40
	CDP	PT 41
	CRP	PT 42
	FDP	PT 43
	Extensions	PT 44
	Reductions	PT 45
	Use of SOS	PT 46
Tasking phase	General Issue	PT 50
	Changes after DLT	PT 51
AAR	General Issue	PT 60
	Routing	PT 61
	ALTREV	PT 62
MP Section	General Issue	PT 70
	Diplo	PT 71
	Routing	PT 72
	Routing not suitable	PT 73
	Alternate	PT 74
	Alternate not suitable	PT 75
	NOTAM	PT 76
	NOTAM on Route	PT 77
Waiver Section	General Issue	PT 80
	Missing Request	PT 81
	DG added	PT 82
Waiver not in time because of last minutes changes	PAX CAT 1 added	PT 83
	PAX CAT 2 added	PT 84
	SOS not requested	PT 85
	EXOPORD missing	PT 86
	Constraint needed	PT 87
Airbase Information / Missing Data	ICAO Update needed	PT 88
	See remarks	PT 89
Planning Section	See remarks	PT 90
Checker Section	See remarks	PT 91
Supervisors	See remarks	PT 92
Tactical Cell	See remarks	PT 93
Non Tactical Cell	See remarks	PT 94
C/VP Section	See remarks	PT 95
AAR Section	See remarks	PT 96
MP Section	See remarks	PT 97
Waiver Section	See remarks	PT 98
Other	See remarks	PT 99

5 - Executing Agency		
Lack of	Asset	PE 01
	Flight Crew	PE 02
	Cabin Crew	PE 03
	Loadmaster	PE 04
	Prioritization	PE 05
Communication	General Issue	PE 10
	TS request faults	PE 11
	Missing POC	PE 12
	Missing Documents	PE 13
Routing	General Issue	PE 20
	Alternates	PE 21
Documents	General Issue	PE 30
	Missing Crew-list	PE 31
	Incomplete Crew-list	PE 32
	Too late Crew-list	PE 33
	Missing Handling Req.	PE 34
	Incomp. Handling Req.	PE 35
	Too late Handling Req.	PE 36
	Missing PPR Request	PE 37
	Too late PPR Request	PE 38
Payload problems	General Issue	PE 40
	Size	PE 41
	Weight	PE 42
	Volume	PE 43
	Compatibility	PE 44
	Segregation	PE 45
Air Safety	General Issue	PE 50
	Restrictions	PE 51
	Violations	PE 52
Handling	General Issue	PE 60
	DTTA request	PE 61
Other	See remarks	PE 99

6 - Techniques / OM / SOP		
Techniques need to be reviewed	By EATC	PO 00
	By EA	PO 01
	By NMTCC	PO 02
	By other Player	PO 03
OM to be reviewed	OM - A	PO 10
	OM - D	PO 11
	OM - H	PO 12
	OM - O	PO 13
	OM - T	PO 14
SOP to be reviewed	OPSD-TA-001	PO 20
	OPSD-AE-001	PO 21
	BEL Annex	PO 22
	DEU Annex	PO 23
	ESP Annex	PO 24
	FRA Annex	PO 25
	ITA Annex	PO 26
	LUX Annex	PO 27
	NLD Annex	PO 28
	MMU Annex	PO 29
Other	See remarks	PO 99

Code:	Leg:	ICAO:	Description:

EATC GROUND OPERATIONS DOCUMENT CATALOGUE

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: missioneval@eatc.nl

MISSION _____

EUROPEAN AIR TRANSPORT COMMAND

Unit: _____

Mission Date(s): _____

Airfield: _____

A/C Type+Tail Nr: _____

Call Sign: _____

1. Mission info added automatically when MPES downloaded in MEAT/Mission

Report Date: _____

Mission objective: _____

A/C Commander: _____

National Reference: _____

Nation: _____

EATC MISSION PLANNING EVALUATION SHEET - CODES

1. Mission Planning			
1 - ATR			
PAX	Generic ATR	PA 00	
	TS request mistakes	PA 01	
	Missing POC	PA 02	
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	PAX-list incomplete	PA 04	
	Cancelled	PA 05	
PAX Booking	AI APOD incomplete	PA 10	
	AI APOD incomplete	PA 11	
	Less than 75 % as ATR	PA 12	
	Less than 50 % as ATR	PA 13	
	Less than 25 % as ATR	PA 14	
Dangerous Goods	Generic ATR	PA 20	
	TS request faults	PA 21	
	Missing POC	PA 22	
	Missing Shippers Decl.	PA 23	
	Cancelled	PA 25	
General Cargo	Generic ATR	PA 30	
	TS request faults	PA 31	
	Missing POC	PA 32	
	Missing Documents	PA 33	
	Cancelled	PA 35	
VP	Generic ATR	PA 40	
	TS request faults	PA 41	
	Missing POC Planning	PA 42	
	Missing POC Executing	PA 43	
	Missing VP-list	PA 44	
	Incomplete VP-list	PA 45	
	Too late VP-list	PA 46	
Other	See remarks	PA 99	
2 - AEROMEDICAL EVACUATION			
AE ATR	General Issue	PD 05	
	Cancelled	PD 06	
SOP OPSD-AE-001	General Issue	PD 20	
	Incorrect Request	PD 21	
Other	See remarks	PD 99	
3 - ATARES			
Proposed	General Issue	PN 00	
	Refused by NMTCC	PN 01	
Solution	General Issue	PN 20	
	Refused by Authorizer	PN 21	
Reporting	Poor Reporting by EA	PN 22	
Different Mission to the same Destination	General Issue	PN 30	
	Combined	PN 31	
Other	See remarks	PN 99	
4 - Tasking Branch			
Planning phase	General Issue	PT 00	
	Not effective / efficient	PT 01	
	Overload at HandOver	PT 02	
	Deep Times not de-conflicted	PT 03	
A/C type changes due to	General Issue	PT 20	
	Maintenance	PT 21	
	Load	PT 22	
General planning	General Issue	PT 30	
	Overload	PT 31	
	Overweight	PT 32	
PDR	General Issue	PT 40	
	CDP	PT 41	
	CRP	PT 42	
	FDI	PT 43	
	Extensions	PT 44	
	Reductions	PT 45	
	Use of SOS	PT 46	
Tasking phase	General Issue	PT 50	
	Changes after DLT	PT 51	
AAR	General Issue	PT 60	
	Routing	PT 61	
MP Section	ALTREV	PT 62	
	General Issue	PT 70	
	Diplo	PT 71	
	Routing	PT 72	
	Routing not suitable	PT 73	
	Alternate	PT 74	
	Alternate not suitable	PT 75	
	NOTAM	PT 76	
	NOTAM on Route	PT 77	
Waiver Section	General Issue	PT 80	
	Missing Request	PT 81	
	DC added	PT 82	
Waiver not in time because of last minutes changes	PAX CAT 1 added	PT 83	
	PAX CAT 2 added	PT 84	
	SOS not requested	PT 85	
	EXOPORD missing	PT 86	
	Constraint needed	PT 87	
Airbase Information / Missing Data	ICAO Update needed	PT 88	
	See remarks	PT 89	
Planning Section	See remarks	PT 90	
Checker Section	See remarks	PT 91	
Supervisors	See remarks	PT 92	
Tactical Cell	See remarks	PT 93	
Non Tactical Cell	See remarks	PT 94	
C/VIP Section	See remarks	PT 95	
AAR Section	See remarks	PT 96	
MP Section	See remarks	PT 97	
Waiver Section	See remarks	PT 98	
Other	See remarks	PT 99	
5 - Executing Agency			
Lack of	Asset	PE 01	
	Flight Crew	PE 02	
	Cabin Crew	PE 03	
	Loadmaster	PE 04	
	Prioritization	PE 05	
Communication	General Issue	PE 10	
	TS request faults	PE 11	
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	Incomplete Crew-list	PE 32	
	Too late Crew-list	PE 33	
	Missing Handling Req.	PE 34	
	Incomp. Handling Req.	PE 35	
	Too late Handling Req.	PE 36	
	Missing PPR Request	PE 37	
	Too late PPR Request	PE 38	
Payload problems	General Issue	PE 40	
	Size	PE 41	
	Weight	PE 42	
	Volume	PE 43	
	Compatibility	PE 44	
	Segregation	PE 45	
Air Safety	General Issue	PE 50	
	Restrictions	PE 51	
	Violations	PE 52	
Handling	General Issue	PE 60	
	DTA request	PE 61	
Other	See remarks	PE 99	
6 - Techniques / OM / SOP			
Techniques need to be reviewed	By EATC	PO 00	
	By EA	PO 01	
	By NMTCC	PO 02	
	By other Player	PO 03	
OM to be reviewed	OM - A	PO 10	
	OM - B	PO 11	
	OM - C	PO 12	
	OM - D	PO 13	
	OM - E	PO 14	
SOP to be reviewed	OPSD-AE-001	PO 20	
	OPSD-AE-001	PO 21	
	BEL Annex	PO 22	
	DEU Annex	PO 23	
	ESP Annex	PO 24	
	FRA Annex	PO 25	
	ITA Annex	PO 26	
	LUX Annex	PO 27	
	NLD Annex	PO 28	
	MMU Annex	PO 29	
Other	See remarks	PO 99	

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

EATC GROUND OPERATIONS DOCUMENT CATALOGUE

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.
Note: Mission info will be added automatically when MPES downloaded out of the mission folder MEAT. See user manual.		

EATC GROUND OPERATIONS DOCUMENT CATALOGUE

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.
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Note: Mission info will be added automatically when MEES downloaded out of the mission folder MEAT. See user manual.		

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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 CATALOGUE

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

STEN 300

Signature _____

Squadron: _____ Type and aircraft number: _____

Departure place: _____ Date and flight duration: _____

STEN 300

Signature of the organizing unit: _____

Payment of: _____ Euros,

Including: _____

Date: _____ Treasurer: _____

Signature: STEN 300

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

EATC Ground Operation Manual
INITIAL FLIGHT FORM V1.0 2017

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European Air Transport Command

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)

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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 CATALOGUE

B. Passenger Manifest

EATC MANIFEST MILITARY AIR TRANSPORT SERVICE PASSENGER MANIFEST									
Serial no.						Nr. of this page		1	
						Nr. of pages		1	
Aircraft		Flight number		Airfield departure (from)			Date		
Type	Registration			Airfield destination (to)					
Line	Name	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									
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22									
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26									
27									
28									
29									
30									
31									
32									
33									
34									
35									
Total number of passengers (on this page)				Total passenger weight including carry-on luggage (on this page)				Weight indication	
Final number of passengers (on all pages) ->				Final passenger weight incl. carry-on luggage (on all pages) ->					
All passengers on this manifest have been checked. Manifest prepared by:					All passengers on this manifest have been loaded:				
Name and rank Signature					Name, rank and signature All passengers on this manifest have been unloaded, except as circled and noted on reverse hereof. Name, rank and signature				

EGOM Air Passenger manifest v1.1.1.xlsx
EMPTY manifest 1

EATC

Update: 01 Jan 2017

EATC GROUND OPERATIONS DOCUMENT CATALOGUE

1

EATC MANIFEST
MILITARY AIR TRANSPORT SERVICE
PASSENGER MANIFEST

Nr. of this page **3**
Nr. of pages **4**

Serial no. **2**

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

Total number of passengers (on this page) **21**

Final number of passengers (on all pages) → **23**

Total passenger weight including carry-on luggage (on this page) **22**

Final passenger weight incl. carry-on luggage (on all pages) → **24**

Weight indication **25**

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

26

Name and rank

Signature **27**

All passengers on this manifest have been loaded:

28

Name, rank and signature

All passengers on this manifest have been unloaded, except as circled and noted on reverse hereoff:

29 & 30

Name, rank and signature

ESOM Air Passenger manifest v1.1
EMPTY-manifest-4

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EATC GROUND OPERATIONS DOCUMENT CATALOGUE

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 CATALOGUE

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 CATALOGUE



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				EDDB	Berlin			
C-160		G-2341		Airport destination (to)		25-04-2015		
				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	Armashir, A.	OR7	71028988	GAF	EGNJ	2	90	
3	Janszen, B.H.	OF6	57225655	GAFCOM	ENBN	2	90	VIP
4	Masmeyer, C.A.	OF1	72055544	GAF	ENBN	1	90	
5	Nock, A.	OF1	72598710	GAF	ENBN	2	90	
6	Nuber, F.A.	OR7	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	750212256	RNLAF	ENBN	1	90	
10	Rodriguez, R.	OR7	71268741	GAF	EGNJ	2	90	WCHR
11	Saamen, K.	OR9	611258122	RNLAF	ENBN	1	90	
12	Vaassen, B.	OF1	70023678	BAF	ENBN	2	90	
13	Vroomhoven, A.K.	OF2	690703288	RNALF	ENBN	1	90	
14	Whisdom, A.M.	OR9	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								
Total number of passengers (on this page)			16	Total passenger weight including carry-on luggage (on this page)			1440	Weight indication Weight in KG
Final number of passengers (on all pages) →			16	Final passenger weight incl. carry-on luggage (on all pages) →			1440	

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.xlsx
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 hereof:

Name, rank and signature

EATC

Update: 01 Jan 2017

EATC GROUND OPERATIONS DOCUMENT CATALOGUE

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									
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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									

Egom Jumplist v2.0.xlsx
EMPTY jumplist A1

EATC
EGOM

01-01-2018
v2.0

EATC GROUND OPERATIONS DOCUMENT CATALOGUE

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	14		
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 Main Reserve	Remarks
1	16	17	18	19	20	21	22
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
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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:				I declare that all troopers listed, are trained and/or qualified:			
25				26			
Name, rank and signature				Name, rank and signature			
All troopers on this tactical manifest (jumplist) have been loaded:				Remarks:			
27				28			
Name, rank and signature							

EATC GROUND OPERATIONS DOCUMENT CATALOGUE

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 CATALOGUE

25.	This tactical manifest (jump list) is prepared with name, rank and signature	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. 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. 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. 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.
27.	All troopers on this tactical manifest (jump list) have been loaded	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. 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).
28.	Remarks	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.

EATC GROUND OPERATIONS DOCUMENT CATALOGUE



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
GAF125		SL Drop		1322Z		CAUDE II		BEL-EPC
L i n e	Name	Rank	Service number	Unit	Nation	Parachutes Serial Numbers		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	FschüB373	DEU	1237	0459	
5	Nock, A.	OF1	72598710	FschüB373	DEU	1238	0460	
6	Nuber, F.A.	OR7	72496612	FschüB373	DEU	1239	0461	
7	Paasen, 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	BRIPAC	ESP	1243	0465	
11	Saamen, K.	OR6	611258122	3Para	BEL	1244	0466	
12	Vaassen, B.	OR3	70023678	3Para	BEL	1245	0467	
13	Vroomhoven, A.K.	OR2	690703288	3Para	BEL	1246	0468	
14	Wise, A.M.	OR9	15896675114	FschüB373	DEU	1247	0469	
15	Welk, O.	OR8	15635782254	FschüB373	DEU	1248	0470	
16	Zimmermann, G.M.	OF1	640215588	FschüB373	DEU	1249	0471	
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29								
30								
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 CATALOGUE

D. VIP Lounge Request

European Air Transport Command

VIP LOUNGE REQUEST



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

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 CATALOGUE

European Air Transport Command

VIP LOUNGE REQUEST



REQUEST

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

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

European Air Transport Command

VIP LOUNGE REQUEST



REQUEST

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

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**

E. VIP Apron Access Request

VIP APRON ACCESS REQUEST



Air Mobility
Together we go beyond

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

.....

EATC Ground Operation Manual
VIP APRON ACCESS REQUEST

VIP APRON ACCESS REQUEST



REQUEST

To: insert destination name	From: insert sending organization name
Fax: insert fax number if available	Fax: insert fax number if available
Phone: insert destination phone number	Phone: insert phone number
E-mail: insert email	Mobile: insert mobile number
	E-mail: insert sending email

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.	insert vehicle type	insert plate number	insert driver full name
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

VIP APRON ACCESS REQUEST



Air Mobility
Together we go beyond

REQUEST

To: Cologne	From: Eindhoven
Fax: +49 123 456 789	Fax: +31 456 789 012
Phone: +49 098 765 432	Phone: +31 789 012 345
E-mail: Cologne.airbase@bundes.org	Mobile: +31 6 982 34 672
	E-mail: Eindhoven.airbase@min.org

Date: **02-04-2024**

Subject **APRON ACCESS**

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

example

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

	Type of Vehicle	License plate Nr.	Drivers Name
1.	Amaroc	22-LM-24	D. River
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 CATALOGUE

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

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



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:



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 CATALOGUE

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

Signature

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

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 CATALOGUE

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 : **A. Brown**

Address : **ABC road 11, Eindhoven**

~~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

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

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**

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

European Air Transport Command



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**

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

example

I. Carriage in tactical aircraft for elderly person

European Air Transport Command

Carriage in tactical aircraft for elderly person



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:



European Air Transport Command

Carriage in tactical aircraft for elderly person



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 CATALOGUE

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
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 transférera 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 CATALOGUE

Chapter 3 Baggage Handling

A. Security baggage reclaim sheet

EUROPEAN AIR TRANSPORT COMMAND


Air Mobility
Together we go beyond

SECURITY BAGGAGE RECLAIM					
ID-Nr:		(format: AKE 96002 NAF)		PAGE ____ FROM ____ PAGES	
X	RECLAIM LABEL	X	RECLAIM LABEL	X	RECLAIM LABEL
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 baggage reclaim v1.1
Baggage reclaim form

EATC

Update: 01 Dec 2025

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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.

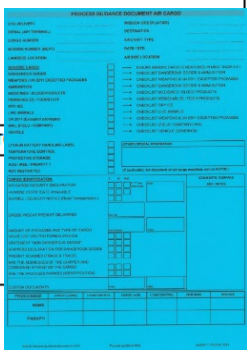
Only shipments that meet the requirements for air transport (regarding packing, marking, labelling, documentation, etc.) are to be declared ready for carriage and shall be admitted to the aircraft. Shipments must pass an acceptance check in order to be declared airworthy/ready for carriage by a competent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

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 _____																																																																																				
GENERIC CARGO ☐ DANGEROUS GOODS ☐ WEAPONS / UN 2911 EXCEPTED PACKAGES ☐ AMMUNITION ☐ MEDICINES / BLOOD PRODUCTS ☐ PERISHABLES / FOODSTUFF ☐ DRY ICE ☐ LIVE ANIMALS ☐ UN 2911 (Excepted packages) ☐ MAIL (FIELD / COMPANY) ☐ VEHICLE		☐ → ENSURE GENERIC CARGO IS MENTIONED IN MEAT, EGOM 4.4.1 ☐ → CHECKLIST DANGEROUS GOODS & AMMUNITION ☐ → CHECKLIST WEAPONS & UN 2911 EXCEPTED PACKAGES ☐ → CHECKLIST DANGEROUS GOODS & AMMUNITION ☐ → CHECKLIST MEDICINES / BLOOD PRODUCTS ☐ → CHECKLIST PERISHABLES / FOOD PRODUCTS ☐ → CHECKLIST DRY ICE ☐ → CHECKLIST LIVE ANIMALS ☐ → CHECKLIST WEAPONS & UN 2911 EXCEPTED PACKAGES ☐ → CHECKLIST (FIELD / COMPANY) MAIL ☐ → CHECKLIST VEHICLE (GENERIC)																																																																																				
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TEMPERATURE CONTROL																																																																																						
PROTECTIVE STORAGE																																																																																						
AOG / MEE / PRIORITY 1																																																																																						
NOT RESTRICTED		(If applicable; list statement on air cargo manifest; not on NOTOC)																																																																																				
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">CARGO IDENTIFICATION</th> <th style="width: 10%;">Y</th> <th style="width: 10%;">N</th> <th style="width: 10%;">NA</th> <th style="width: 10%;">If "Y" see other side</th> <th style="width: 10%;">NBR.</th> <th style="width: 10%;">COMMENTS, REMARKS AND NOTES</th> </tr> </thead> <tbody> <tr> <td>AIR CARGO SECURITY DECLARATION</td> <td>☐</td> <td>☐</td> <td>☐</td> <td></td> <td></td> <td rowspan="10"></td> </tr> <tr> <td>HYGIENE CERTIFICATE AVAILABLE</td> <td>☐</td> <td>☐</td> <td>☐</td> <td></td> <td></td> </tr> <tr> <td>WAYBILL / DELIVERY NOTICE (Road Transportation)</td> <td>☐</td> <td>☐</td> <td>☐</td> <td></td> <td></td> </tr> <tr> <td>GROSS WEIGHT FREIGHT DELIVERED</td> <td colspan="2"></td> <td>KG / LB</td> <td></td> <td></td> </tr> <tr> <td>AMOUNT OF PACKAGES AND TYPE OF CARGO</td> <td colspan="2"></td> <td>PACKAGES</td> <td></td> <td>TYPE</td> </tr> <tr> <td>VALUE LIST OR (PRO FORMA) INVOICE</td> <td>☐</td> <td>☐</td> <td>☐</td> <td></td> <td></td> </tr> <tr> <td>STATEMENT "NON DANGEROUS GOODS"</td> <td>☐</td> <td>☐</td> <td>☐</td> <td></td> <td></td> </tr> <tr> <td>SHIPPER'S DECLARATION FOR DANGEROUS GOODS</td> <td>☐</td> <td>☐</td> <td>☐</td> <td></td> <td></td> </tr> <tr> <td>FREIGHT SCANNED (TRACK & TRACE)</td> <td>☐</td> <td>☐</td> <td>☐</td> <td></td> <td></td> </tr> <tr> <td>ARE THE ADDRESSES OF THE SHIPPER AND CONSIGNEE AFFIXED ON THE CARGO</td> <td>☐</td> <td>☐</td> <td>☐</td> <td></td> <td></td> </tr> <tr> <td>ARE THE PACKAGES MARKED (IDENTIFICATION)</td> <td>☐</td> <td>☐</td> <td>☐</td> <td></td> <td></td> </tr> <tr> <td>CUSTOM DOCUMENTS</td> <td colspan="2"></td> <td>TYPE</td> <td></td> <td>NBR.</td> <td></td> </tr> </tbody> </table>						CARGO IDENTIFICATION	Y	N	NA	If "Y" see other side	NBR.	COMMENTS, REMARKS AND NOTES	AIR CARGO SECURITY DECLARATION	☐	☐	☐				HYGIENE CERTIFICATE AVAILABLE	☐	☐	☐			WAYBILL / DELIVERY NOTICE (Road Transportation)	☐	☐	☐			GROSS WEIGHT FREIGHT DELIVERED			KG / LB			AMOUNT OF PACKAGES AND TYPE OF CARGO			PACKAGES		TYPE	VALUE LIST OR (PRO FORMA) INVOICE	☐	☐	☐			STATEMENT "NON DANGEROUS GOODS"	☐	☐	☐			SHIPPER'S DECLARATION FOR DANGEROUS GOODS	☐	☐	☐			FREIGHT SCANNED (TRACK & TRACE)	☐	☐	☐			ARE THE ADDRESSES OF THE SHIPPER AND CONSIGNEE AFFIXED ON THE CARGO	☐	☐	☐			ARE THE PACKAGES MARKED (IDENTIFICATION)	☐	☐	☐			CUSTOM DOCUMENTS			TYPE		NBR.	
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NAME																																																																																						
PARAPH																																																																																						



EGOM Process guidance documents V4.0
Process guidance Blue
Update 11 October 2023



DTG DELIVERY	1	MISSION ORDER (ATMO)	6
SERIAL (AIR TERMINAL)	2	DESTINATION	7
CARGO NUMBER	3	AIRCRAFT TYPE	8
MISSION NUMBER (MEAT)	4	DATE / ETD	9
LANDSIDE LOCATION	5	AIRSIDE LOCATION	10

(If applicable; list statement on air cargo manifest; not on NOTOC)

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Update 11 October 2023

EATC GROUND OPERATIONS DOCUMENT CATALOGUE

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	Mark the applicable box(es) of the type of cargo delivered to the air terminal and conduct the required acceptance checks a) General cargo Check compliance with generic rules on air cargo (packing, labelling, documentation, etc.) b) Dangerous goods Check compliance with the dangerous goods & ammunition checklist. c) Weapons / UN 2911 excepted packages Check compliance with the weapons and UN 2911 excepted packages checklist. d) Ammunition Check compliance with the dangerous goods and ammunition checklist. e) Medicines / blood products Check compliance with the medicines and blood products checklist. f) Perishables / food products Check compliance with the perishables & food products checklist. g) Dry-ice Check compliance with the dry-ice checklist. h) Live animals Check compliance with the live animals' checklist. i) UN 2911 (Excepted packages) Check compliance with the weapons and UN 2911 excepted packages checklist. j) (Field / Company) Mail Check compliance with the (field / Company) mail checklist. k) Vehicle Check compliance with the vehicle checklist Vehicle

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12.	Handling information	Mark the applicable box(es) related to special handling instructions / markings for the cargo delivered to the air terminal. a) Battery handling label (Lithium) 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. b) Temperature control 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. c) Protective storage Mark if the shipment holds commodities that must be stored in a security-controlled environment (e.g., high-value shipments, weapons, classified materials, etc.). d) AOG / MEE / Priority 1 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. e) Not restricted 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.
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.
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).

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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.
30.	Processed by cargo (air)	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. 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.
31.	Processed by load control	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

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		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. 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.
32.	Processed by customs	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. 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.
33.	Processed to archive	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. All the reporting required of air terminal representatives in respect of shipment handling 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 the compliance of dedicated (national) agencies with the regulations to be validated. 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.

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TRANSFER GUIDANCE DOCUMENT AIR CARGO																																																																					
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SENDING NATION	3		DATE / ETD	7																																																																	
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SHIPPER'S DECLARATION FOR DANGEROUS GOODS		☐	16																																																																		
DANGEROUS GOODS COMPLIANT TO IATA DGR OR OTHER MILITARY (DG) REGULATION		☐	17																																																																		
IS THERE ANY VISIBLE DAMAGE		☐	18																																																																		
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EATC GROUND OPERATIONS DOCUMENT CATALOGUE

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	Mark the applicable box(es) of the type of cargo delivered to the air terminal and conduct the required acceptance checks a) General cargo Check compliance with generic rules on air cargo (packing, labelling, documentation, etc.) b) Dangerous goods Check compliance with the dangerous goods & ammunition checklist. c) Weapons / UN 2911 excepted packages Check compliance with the weapons and UN 2911 excepted packages checklist. d) Ammunition Check compliance with the dangerous goods and ammunition checklist. e) Medicines / blood products Check compliance with the medicines and blood products checklist. f) Perishables / food products Check compliance with the perishables & food products checklist. g) Dry-ice 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.
10.	Handling information	Mark the applicable box(es) related to special handling instructions / markings for the cargo delivered to the air terminal for transfer to another aircraft. a) Battery handling label (Lithium) 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. b) Temperature control 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. c) Protective storage

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		Mark if the shipment holds commodities that must be stored in a security-controlled environment (e.g., high-value shipments, weapons, classified materials, etc.). d) AOG / MEE / Priority 1 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. e) Not restricted 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. Note: Special handling instructions, temperature recording or storage requirements must be observed based on the special labels affixed.
11.	(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.)
12.	Air Cargo manifest	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).
13.	Number	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. 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.
14.	Compliance with the regulations	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). 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.
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).

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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 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 documents must be updated with the required information. Only shipments marked as "outbound cargo" may be released to an aircraft.
26.	Processed by cargo (air)	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. 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.

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27.	Processed by load control	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. 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.
28.	Processed by customs	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. 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.
29.	Processed to archive	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 (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. 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

EATC GROUND OPERATIONS DOCUMENT CATALOGUE

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 ☒
Explosive		☐
Flammable		☐
Self reactive		☐
Dangerous when wet		☐
Oxidizing		☐
Poisonous		☐
Infectious		☐
Radioactive		☐
Corrosive		☐
Lithium batteries		☐
Lifesaving appliances		☐
Cargo		
Cargo bill number / ATR / ATMO		
Final destination		
Shipper		
Name		
Rank		
Service number		
Unit		
Place		
Date		
Signature		

EATC GROUND OPERATIONS DOCUMENT CATALOGUE

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 ☒
Explosive		☐
Flammable		☐
Self reactive		☐
Dangerous when wet		☐
Oxidizing		☐
Poisonous		☐
Infectious		☐
Radioactive		☐
Corrosive		☐
Lithium batteries		☐
Lifesaving appliances		☐
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	

EATC GROUND OPERATIONS DOCUMENT CATALOGUE

EUROPEAN AIR TRANSPORT COMMAND

AMC 940 Sqn

Reference Number: **0024-24**



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	☒	
Flammable	☒	
Self reactive	☒	
Dangerous when wet	☒	
Oxidizing	☒	
Poisonous	☒	
Infectious	☒	
Radioactive	☒	
Corrosive	☒	
Lithium batteries	☒	
Lifesaving appliances	☒	

Cargo

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

Shipper

Name	A. Brown
Rank	OR-9
Service number	000123456
Unit	336 Sqn
Place	Eindhoven
Date	02-04-2024
Signature	 Insert the signature

EATC GROUND OPERATIONS DOCUMENT CATALOGUE

D. Dangerous Goods checklist

EUROPEAN AIR TRANSPORT COMMAND

Reference Number: _____



CHECKLIST DANGEROUS GOODS FOR A NON-RADIOACTIVE SHIPMENT and/or AMMUNITION		2026	
➔ 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	Two copies in English and in the IATA format including the air certification statement. This question may be indicated as Not Applicable "N/A" only when the Shipper's Declaration data is submitted electronically.	8.0.2.1; 8.1.1; 8.1.2; 8.1.6.12	☐ ☐ ☐
2	Full name and address of Shipper and Consignee is listed.	8.1.6.1; 8.1.6.2	☐ ☐
3	If the Cargo Manifest number (Air Waybill number) is not shown, enter it.	8.1.6.3	☐ ☐
4	The number of pages is shown. "N/A" only when data is submitted electronically.	8.1.6.4	☐ ☐ ☐
5	The non-applicable aircraft type "PASSENGER AND CARGO AIRCRAFT" or "CARGO AIRCRAFT ONLY" is deleted or not shown.	8.1.2.5.2; 8.1.6.5	☐ ☐
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	☐
7	The word "RADIOACTIVE" is deleted or not shown.	8.1.2.5.2; 8.1.6.8	☐ ☐
IDENTIFICATION			
8	UN or ID number(s), preceded by prefix UN or ID is present.	8.1.6.9.1, Step 1	☐ ☐
9	Proper Shipping Name and the technical name in brackets for entries with ★ is listed.	8.1.6.9.1, Step 2	☐ ☐
10	Class or Division and for Class 1, the Compatibility Group is listed.	8.1.6.9.1, Step 3	☐ ☐
11	Subsidiary hazard, in brackets, immediately following Class or Division is listed	8.1.6.9.1, Step 4	☐ ☐ ☐
12	When applicable Packing group is listed.	8.1.6.9.1, Step 5	☐ ☐ ☐
QUANTITY AND TYPE OF PACKING			
13	The number and type of packages is listed.	8.1.6.9.2, Step 6	☐ ☐
14	The quantity and unit of measure (net, or gross followed by "G", as applicable) is within per package limit.	8.1.6.9.2, Step 6	☐ ☐
15	For Class 1, the net quantity supplemented with the net explosive mass followed by the unit of measurement is listed	8.1.6.9.2, Step 6	☐ ☐ ☐
16	When different dangerous goods are packed in one outer packaging, the following rules are complied with:		
	16.1 - Compatible according to Table 9.3.A.	Table 9.3.A	☐ ☐ ☐
	16.2 - Conditions met for UN packages containing division 6.2.	5.0.2.11 (c)	☐ ☐ ☐
	16.3 - Wording "All packed in one (type of packaging)" is present.	8.1.6.9.2, Step 6(f)	☐ ☐ ☐
	16.4 - Calculation of "Q" value does not exceed 1 ⇒ 5.0.2.11 (g) & (h).	2.7.5.6; 8.1.6.9.2, Step 6 (g)	☐ ☐ ☐
17	Overpack		
	17.1 - Compatible according to Table 9.3.A.	Table 9.3.A	☐ ☐ ☐
	17.2 - Wording "Overpack used" is present.	8.1.6.9.2, Step 7	☐ ☐ ☐
	17.3 - If more than one overpack is used, identification marks shown and total quantity of dangerous goods.	8.1.6.9.2, Step 7	☐ ☐ ☐
PACKING INSTRUCTIONS			
18	Packing Instruction Number correctly applied.	8.1.6.9.3, Step 8	☐ ☐
19	For lithium batteries in compliance with Section IB, "IB" follows the packing instruction.	8.1.6.9.3, Step 8	☐ ☐ ☐
AUTHORISATIONS			
20	All verifiable special provisions are checked. The SP numbers: A1, A2, A4, A5, A51, A81, A88, A99, A130, A176, A190, A191, A201, A202, A211, A212, A224, A225, A331 or A334, if used.	8.1.6.9.4, Step 9; EGOM 4.4.2	☐ ☐ ☐
21	21.1 Indication that a governmental authorisation is attached, including copies in English and/or additional approvals for other items.	8.1.6.9.4, Step 9	☐ ☐ ☐
	21.2 - If applicable, the statement that the transport is being conducted in accordance with required military exemptions (AMovP-6 or waiver) is present in the "Authorisation" box.	8.1.6.9.4; AMovP-6.6	☐ ☐ ☐
ADDITIONAL HANDLING INFORMATION			
22	22.1 Additional Handling Information for self-reactive and related substances of Div. 4.1 and organic peroxides of Div. 5.2, or samples thereof, PBE, infectious and controlled substances, fireworks UN0336 & UN0337 & viscous flammable liquids.	8.1.6.11	☐ ☐ ☐
	22.2 - If AMovP-6 is applicable, the text such as "Military Aircraft Only, do not transport by commercial aircraft".	AMovP-6.6; 8.1.6.11.1	☐ ☐ ☐
	22.3 - If AMovP-6 is applicable, and in case of SP 310, 356, 363, 376, A335, NP06 and NP11, this SP is listed.	AMovP-6.6; 8.1.6.11.2	☐ ☐ ☐
23	Name of Signatory and date indicated including signature of shipper is present.	8.1.6.13; 8.1.6.14	☐ ☐
24	Amendments or alterations are signed by the shipper.	8.1.2.6	☐ ☐ ☐

EATC GROUND OPERATIONS DOCUMENT CATALOGUE

EUROPEAN AIR TRANSPORT COMMAND

Reference Number: **1**



CHECKLIST DANGEROUS GOODS FOR A NON-RADIOACTIVE SHIPMENT and/or AMMUNITION		2026
➔ 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 Two copies in English and in the IATA format including the air certification statement. This question may be indicated as Not Applicable "N/A" only when the Shipper's Declaration data is submitted electronically.	8.0.2.1; 8.1.1; 8.1.2; 8.1.6.12	☐ ☐ ☐
2 Full name and address of Shipper and Consignee is listed.	8.1.6.1; 8.1.6.2	☐ ☐ ☐
3 If the Cargo Manifest number (Air Waybill number) is not shown, enter it.	8.1.6.3	☐ ☐ ☐
4 The number of pages is shown. "N/A" only when data is submitted electronically.	8.1.6.4	☐ ☐ ☐
5 The non-applicable aircraft type "PASSENGER AND CARGO AIRCRAFT" or "CARGO AIRCRAFT ONLY" is deleted or not shown.	8.1.2.5.2; 8.1.6.5	☐ ☐ ☐
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	☐ ☐ ☐
7 The word "RADIOACTIVE" is deleted		☐ ☐ ☐

CHECKLIST DANGEROUS GOODS FOR A NON-RADIOACTIVE SHIPMENT and/or AMMUNITION		2026
IDENTIFICATION		
8 UN or ID number(s), preceded by prefix		
9 Proper Shipping Name and the technical name		
10 Class or Division and for Class 1, the hazard label		
11 Subsidiary hazard, in brackets, immediately after the main hazard		
12 When applicable Packing Group is indicated		
QUANTITY AND TYPE OF PACKING		
13 The number and type of packages		
14 The quantity and unit of measure (for Class 1, the net quantity supplied listed)		
15 For Class 1, the net quantity supplied listed		
16 When different dangerous goods are packed together		
16.1 - Compatible according to Table 1.2		
16.2 - Conditions met for UN packaging		
16.3 - Wording "All packed in one (one) container"		
16.4 - Calculation of "Q" value does not apply		
17 Overpack		
17.1 - Compatible according to Table 1.2		
17.2 - Wording "Overpack used" is present		
17.3 - If more than one overpack is used		
PACKING INSTRUCTIONS		
18 Packing Instruction Number correct		
19 For lithium batteries in compliance with IEC 60086-2		
AUTHORISATIONS		
20 All verifiable special provisions are A176, A190, A191, A201, A202, A203, A204, A205, A206, A207, A208, A209, A210, A211, A212, A213, A214, A215, A216, A217, A218, A219, A220, A221, A222, A223, A224, A225, A226, A227, A228, A229, A230, A231, A232, A233, A234, A235, A236, A237, A238, A239, A240, A241, A242, A243, A244, A245, A246, A247, A248, A249, A250, A251, A252, A253, A254, A255, A256, A257, A258, A259, A260, A261, A262, A263, A264, A265, A266, A267, A268, A269, A270, A271, A272, A273, A274, A275, A276, A277, A278, A279, A280, A281, A282, A283, A284, A285, A286, A287, A288, A289, A290, A291, A292, A293, A294, A295, A296, A297, A298, A299, A300, A301, A302, A303, A304, A305, A306, A307, A308, A309, A310, A311, A312, A313, A314, A315, A316, A317, A318, A319, A320, A321, A322, A323, A324, A325, A326, A327, A328, A329, A330, A331, A332, A333, A334, A335, A336, A337, A338, A339, A340, A341, A342, A343, A344, A345, A346, A347, A348, A349, A350, A351, A352, A353, A354, A355, A356, A357, A358, A359, A360, A361, A362, A363, A364, A365, A366, A367, A368, A369, A370, A371, A372, A373, A374, A375, A376, A377, A378, A379, A380, A381, A382, A383, A384, A385, A386, A387, A388, A389, A390, A391, A392, A393, A394, A395, A396, A397, A398, A399, A400, A401, A402, A403, A404, A405, A406, A407, A408, A409, A410, A411, A412, A413, A414, A415, A416, A417, A418, A419, A420, A421, A422, A423, A424, A425, A426, A427, A428, A429, A430, A431, A432, A433, A434, A435, A436, A437, A438, A439, A440, A441, A442, A443, A444, A445, A446, A447, A448, A449, A450, A451, A452, A453, A454, A455, A456, A457, A458, A459, A460, A461, A462, A463, A464, A465, A466, A467, A468, A469, A470, A471, A472, A473, A474, A475, A476, A477, A478, A479, A480, A481, A482, A483, A484, A485, A486, A487, A488, A489, A490, A491, A492, A493, A494, A495, A496, A497, A498, A499, A500, A501, A502, A503, A504, A505, A506, A507, A508, A509, A510, A511, A512, A513, A514, A515, A516, A517, A518, A519, A520, A521, A522, A523, A524, A525, A526, A527, A528, A529, A530, A531, A532, A533, A534, A535, A536, A537, A538, A539, A540, A541, A542, A543, A544, A545, A546, A547, A548, A549, A550, A551, A552, A553, A554, A555, A556, A557, A558, A559, A560, A561, A562, A563, A564, A565, A566, A567, A568, A569, A570, A571, A572, A573, A574, A575, A576, A577, A578, A579, A580, A581, A582, A583, A584, A585, A586, A587, A588, A589, A590, A591, A592, A593, A594, A595, A596, A597, A598, A599, A600, A601, A602, A603, A604, A605, A606, A607, A608, A609, A610, A611, A612, A613, A614, A615, A616, A617, A618, A619, A620, A621, A622, A623, A624, A625, A626, A627, A628, A629, A630, A631, A632, A633, A634, A635, A636, A637, A638, A639, A640, A641, A642, A643, A644, A645, A646, A647, A648, A649, A650, A651, A652, A653, A654, A655, A656, A657, A658, A659, A660, A661, A662, A663, A664, A665, A666, A667, A668, A669, A670, A671, A672, A673, A674, A675, A676, A677, A678, A679, A680, A681, A682, A683, A684, A685, A686, A687, A688, A689, A690, A691, A692, A693, A694, A695, A696, A697, A698, A699, A700, A701, A702, A703, A704, A705, A706, A707, A708, A709, A710, A711, A712, A713, A714, A715, A716, A717, A718, A719, A720, A721, A722, A723, A724, A725, A726, A727, A728, A729, A730, A731, A732, A733, A734, A735, A736, A737, A738, A739, A740, A741, A742, A743, A744, A745, A746, A747, A748, A749, A750, A751, A752, A753, A754, A755, A756, A757, A758, A759, A760, A761, A762, A763, A764, A765, A766, A767, A768, A769, A770, A771, A772, A773, A774, A775, A776, A777, A778, A779, A780, A781, A782, A783, A784, A785, A786, A787, A788, A789, A790, A791, A792, A793, A794, A795, A796, A797, A798, A799, A800, A801, A802, A803, A804, A805, A806, A807, A808, A809, A810, A811, A812, A813, A814, A815, A816, A817, A818, A819, A820, A821, A822, A823, A824, A825, A826, A827, A828, A829, A830, A831, A832, A833, A834, A835, A836, A837, A838, A839, A840, A841, A842, A843, A844, A845, A846, A847, A848, A849, A850, A851, A852, A853, A854, A855, A856, A857, A858, A859, A860, A861, A862, A863, A864, A865, A866, A867, A868, A869, A870, A871, A872, A873, A874, A875, A876, A877, A878, A879, A880, A881, A882, A883, A884, A885, A886, A887, A888, A889, A890, A891, A892, A893, A894, A895, A896, A897, A898, A899, A900, A901, A902, A903, A904, A905, A906, A907, A908, A909, A910, A911, A912, A913, A914, A915, A916, A917, A918, A919, A920, A921, A922, A923, A924, A925, A926, A927, A928, A929, A930, A931, A932, A933, A934, A935, A936, A937, A938, A939, A940, A941, A942, A943, A944, A945, A946, A947, A948, A949, A950, A951, A952, A953, A954, A955, A956, A957, A958, A959, A960, A961, A962, A963, A964, A965, A966, A967, A968, A969, A970, A971, A972, A973, A974, A975, A976, A977, A978, A979, A980, A981, A982, A983, A984, A985, A986, A987, A988, A989, A990, A991, A992, A993, A994, A995, A996, A997, A998, A999, A1000		
21 21.1 - If applicable, the statement of exemption (AMovP-6 or waiver) is present		
ADDITIONAL HANDLING INFORMATION		
22 22.1 Additional Handling Information of Div. 5.2, or samples thereof, PBE viscous flammable liquids		
22 22.2 - If AMovP-6 is applicable, the statement of exemption (AMovP-6 or waiver) is present		
22 22.3 - If AMovP-6 is applicable, and the statement of exemption (AMovP-6 or waiver) is present		
23 Name of Signatory and date indicated		
24 Amendments or alterations are signed		

EATC DG & Ammunition ACCEPTANCE CHECKLIST

CHECKLIST DANGEROUS GOODS FOR A NON-RADIOACTIVE SHIPMENT and/or AMMUNITION		2026
PACKAGE(S) AND OVERPACKS		
28 Packaging is free from damage or leakage.		8.1.3 (i) ☐ ☐ ☐
29 Packaging conforms with packing instruction		4.2 (column G, I, or K) ☐ ☐ ☐
30 Same number and type of packaging and overpacks delivered as shown on DGD.		8.1.3 ☐ ☐ ☐
MARKS		
31 UN Specification Packaging, marked according to Dangerous Goods Regulations.		6.0.4; 6.0.5 ☐ ☐ ☐
31.1 - Symbol and Specification code;		6.0.4.2.1 (a), (b) ☐ ☐ ☐
31.2 - X, Y or Z meets or exceeds Packing Group / Packing Instruction requirements;		6.0.4.2.1 (c) ☐ ☐ ☐
31.3 - Gross Weight within limits (Solids, Inner Packaging's or IBCs [SP A179])		6.0.4.2.1 (d) ☐ ☐ ☐
31.4 - Plastic drums, jerrycans and IBCs are within permitted period of use;		5.0.2.15 ☐ ☐ ☐
31.5 - Infectious substance package mark.		6.5.3.1 ☐ ☐ ☐
32 UN or ID number(s) present, preceded by prefix is present		7.1.4.1(a) ☐ ☐ ☐
33 The proper shipping name(s) including technical name where required is present.		7.1.4.1(a) ☐ ☐ ☐
34 The full name and address of Shipper and Consignee is present		7.1.4.1(b) ☐ ☐ ☐
35 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, is marked on the packages.		7.1.4.1(c) ☐ ☐ ☐
36 Carbon Dioxide, Solid (Dry Ice), the net weight marked on the packages.		7.1.4.1(d) ☐ ☐ ☐
37 The Name and Telephone Number of a responsible person for division 6.2 Infectious Substances shipment.		7.1.4.1(e) ☐ ☐ ☐
38 The Special Marking requirements shown for Packing Instruction 202 are present.		7.1.4.1(f) ☐ ☐ ☐
39 Limited Quantity packaging's are marked with the required labelling.		7.1.4.2 ☐ ☐ ☐
40 The Environmentally Hazardous Substance mark is present.		7.1.5.3 ☐ ☐ ☐
41 The Battery mark for Section IB is present.		7.1.5.5 ☐ ☐ ☐
LABELLING		
42 The label(s) identifying the Primary hazard as per 4.2, Column D is properly affixed.		7.2.3.1; 7.2.6 ☐ ☐ ☐
43 The label(s) identifying the Subsidiary hazard as per 4.2, Column D is properly affixed.		7.2.3.1; 7.2.6.2.3 ☐ ☐ ☐
44 44.1 - The "Cargo Aircraft Only" (CAO) label is properly affixed.		7.2.4.2; 7.2.6.3 ☐ ☐ ☐
44.2 - The "Military Aircraft Only" (MAO) label is properly affixed.		AMovP-6.6; CMV502 ☐ ☐ ☐
45 The "Orientation" labels on two opposite sides, if applicable, are properly affixed.		7.2.4.4 ☐ ☐ ☐
46 The "Cryogenic Liquid" label, if applicable as per 4.2, Column D is properly affixed.		7.2.4.3 ☐ ☐ ☐
47 The "Keep Away from Heat" label, if applicable as per 4.2, Column D is properly affixed.		7.2.4.5 ☐ ☐ ☐
48 Any irrelevant marks and labels are removed or obliterated.		7.1.1; 7.2.1 ☐ ☐ ☐
FOR OVERPACKS		
49 The required Packaging marks, hazard and handling labels are clearly visible or reproduced on the outside of the overpack.		7.1.7.1; 7.1.7.2; 7.2.7 ☐ ☐ ☐
50 The word "Overpack" is marked if all marks and labels are not visible on the packages within the overpack.		7.1.7.1 ☐ ☐ ☐
51 If more than one overpack is used, identification marks are shown and the total quantity of dangerous goods shown.		7.1.7.3 ☐ ☐ ☐
GENERAL		
52 State and Operator variations are complied with.		2.8; AMovP-6.6 ☐ ☐ ☐
EXTRA HANDLING REQUIREMENTS for AMMUNITION and KRYPTO		
53 All packages are properly closed with a transportation security seal.		EGOM 4.3.4 ☐ ☐ ☐

COMMENTS:

3

PLACE **4** DATE **5** TIME **6**

CHECKED BY: **7** SIGNATURE **8**

IF ANY BOX IS CHECKED "NO"
DO NOT ACCEPT THE SHIPMENT.
ONLY ACCEPT SHIPMENTS
WHEN ALL CHECKED ITEMS
MEET THE CONDITIONS

EATC GROUND OPERATIONS DOCUMENT CATALOGUE

Number	Item	Explanation
1.	Reference number	Insert a unique reference number identifying the mission conducting the transport of the manifested air cargo (preferably ATMO, SSCC or other number) that enables cross-referencing with (national) systems capable of further identifying the cargo.
2.	Selection box Yes/No/NA	Mark the appropriate box. 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. Note: Statements 25 through 27 have been intentionally omitted to maintain consistency with the numbering used in the Dangerous Goods Checklist of the IATA Dangerous Goods Regulations.
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	Insert date of the check.
6.	Time	Insert time of the check.
7.	Checked By	Insert the name of the person that performed the check
8.	Signature	Sign the document, the person who checked the DG with this checklist can be the only one that sign this checklist! Note: document needs to signed by the checker, Checker needs to be trained to perform the check!

EATC GROUND OPERATIONS DOCUMENT CATALOGUE

E. Vehicle checklist

EUROPEAN AIR TRANSPORT COMMAND



Reference Number: _____

CHECKLIST VEHICLES (GENERIC)

- 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: _____

EXTERIOR

	YES	NO	N/A
1 Is the vehicle clean, being free from excessive dirt and organic materials (bio-security measures / Transport Hygiene)?	☐	☐	☐
2 Is the vehicle (including engine bay) free from fluid leaks and/or excessive residue?	☐	☐	☐
3 Is the attached exterior equipment acceptable for air transport?	☐	☐	☐
4 Is attached exterior equipment securely restrained to the vehicle?	☐	☐	☐
5 Is/are fire extinguisher(s) suitable for air transport (safety pin inserted, undamaged, charged, securely mounted)?	☐	☐	☐

TECHNICAL STATE

6 Mechanical condition of the vehicle:			
Does the engine run properly to allow loading/unloading without winching/other equipment?	☐	☐	☐
Are the brakes operational?	☐	☐	☐
7 Batteries:			
Are batteries secured to the vehicle?	☐	☐	☐
Are batteries free from damage/leaks? Inspect for cracks, leaks and corrosion.	☐	☐	☐
Are terminals, hold-downs, battery trays, connectors, and vent filler caps tightened/locked.	☐	☐	☐
Are the battery poles/cables protected? Electrical wiring serviceable and insulated?	☐	☐	☐
Are batteries correctly orientated (top side up)?	☐	☐	☐
8 Fuel tank:			
Is the fuel tank level as required?	☐	☐	☐
Are fuel tank caps installed (unlocked or key available)?	☐	☐	☐
9 Are tie-down points available and serviceable?	☐	☐	☐
10 Is the tire pressure within tolerance?	☐	☐	☐

INTERNAL / LOADS

11 Is the accompanying load/equipment in the vehicle within the maximum capacity rated to the vehicle?	☐	☐	☐
12 Is the accompanying load/equipment securely restrained to the vehicle (tools, tires, boxes, etc.)?	☐	☐	☐
13 Are dangerous goods (DG) items belonging to standard vehicle equipment properly declared and documented?	☐	☐	☐
14 Are all items carried on/in the vehicle recorded on a vehicle loading list?	☐	☐	☐
15 Jerry can(s):			
Do spare jerry cans contain not more than the allowed capacity?	☐	☐	☐
Are jerry cans free from damage/leaks?	☐	☐	☐
Are the caps of jerry cans closed, sealed or open (as applicable)?	☐	☐	☐

GROUND HANDLER'S INFORMATION:

16 Are Electrical switches in the OFF position	☐	☐	☐
17 Is shoring available (if required rolling, parking, sleeper and/or approach shoring)?	☐	☐	☐
18 Is a key and/or keys available for the vehicle?	☐	☐	☐
19 If the vehicle needs a special driving permit, is a dedicated driver available?	☐	☐	☐

Comments

Checked by (name)

Place

Date:

Signature:

Time:

EATC GROUND OPERATIONS DOCUMENT CATALOGUE

F. Radioactive Shipment checklist

EUROPEAN AIR TRANSPORT COMMAND

Reference Number:




CHECKLIST DANGEROUS GOODS
FOR A RADIOACTIVE SHIPMENT

2026

→ 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 must be recorded on a NOTOC!

DOCUMENTATION	IATA DGR	YES	NO	N/A
1 Two copies of the Shippers Declaration (in English) in the IATA format including the air certification statement present. 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			
2 Full name and address of the Shipper and Consignee is listed.	10.8.3.1, 10.8.3.2			
3 If air cargo manifest number (or Air WayBill number) is not shown; enter it .	10.8.3.3			
4 The number of pages is shown. "N/A" only for electronic Shipper's Declaration.	10.8.3.4			
5 The non-applicable aircraft type "PASSENGER AND CARGO AIRCRAFT" or "CARGO AIRCRAFT ONLY" is deleted or not shown.	10.8.3.5, 10.8.1.6.2			
6 If the full name of Airport or City of Departure or Destination is not shown; enter it .	10.8.3.6; 10.8.3.7			
7 The word "NON-RADIOACTIVE" is deleted or not shown.	10.8.3.8, 10.8.1.6.2			

IDENTIFICATION	IATA DGR	YES	NO	N/A
8 The UN number, preceded by prefix "UN" is listed	10.8.3.9.1, Step 1			
9 The Proper Shipping Name is listed and where Special Provision A78 applies, the supplementary information is in brackets.	10.8.3.9.1, Step 2			
10 Class 7 is listed.	10.8.3.9.1, Step 3			
11 Subsidiary hazard, in brackets, immediately following Class and Packing Group if required for Subsidiary hazard is listed	10.8.3.9.1, Step 4 and Step 5			

QUANTITY AND TYPE OF PACKING	IATA DGR	YES	NO	N/A
12 Name or Symbol of Radionuclide(s) is listed.	10.8.3.9.2, Step 6(a)			
13 A description of the physical and chemical form if in other form.	10.8.3.9.2, Step 6(b)			
14 "Special Form" (not required for UN 3332 or UN 3333) or low dispersible material.	10.8.3.9.2, Step 6(b)			
15 The number and type of packages and the activity in becquerel or multiples thereof in each package. For Fissile Material the total weight in grams or kilograms of fissile material may be shown in place of activity.	10.8.3.9.2, Step 7			
16 For different individual radionuclides, the activity of each radionuclide and the words "All packed in one".	10.8.3.9.2, Step 7			
17 Activity within limits for Type A packages [Table 10.3.A], Type B, or Type C (see attached competent authority certificate).	Table 10.3.A			
18 Words "Overpack Used" shown on the DGD.	10.8.3.9.2, Step 8			

PACKING INSTRUCTIONS	IATA DGR	YES	NO	N/A
19 Category of package(s) or overpack if applicable.	10.5.15.1 (a); 10.8.3.9.3, Step 9 (a); Table 10.5.C			
20 Transport Index and dimensions (preferably in sequence Length x Width x Height) for Category II and Category III only	10.8.3.9.3 Step 9 (b), (c)			
21 For Fissile Material the Criticality Safety Index (with, in addition and if applicable" reference to paragraphs 10.6.2.8.1.3 (a) to (c) or 10.6.2.8.1.4), or the words "Fissile Excepted"	10.8.3.9.3 Step 9 (d)			

AUTHORIZATIONS	IATA DGR	YES	NO	N/A
Identification marks shown and a copy of the document in English attached to DGD for the following:				
22 - 22.1 Special Form approval certificate	10.8.3.9.4, Step 10			
- 22.2 Type B package design approval certificate	10.5.7.2.3; 10.8.7			
- 22.3 Other approval certificates as required				
23 For radionuclides not listed in 10.3.A, the type of radiation and use of Table 10.3.B is referenced	10.3.2.2; 10.3.2.2.2; 10.A.A.R.4, Step 13			

ADDITIONAL HANDLING INFORMATION	IATA DGR	YES	NO	N/A
24 Additional handling information present	10.8.3.11			
25 The Name of Signatory and Date indicated including Signature of Shipper is listed.	10.8.3.13; 10.8.3.14; 10.8.3.15			
26 Amendments or alterations are signed by the shipper.	10.8.1.7			

ESOM Acceptance checklists 2026
V1.0 Checklist Radioactive

WARNING: 2 PAGE DOCUMENT (TURN PAGE)

Update: 03-11-2025

47 Hazard labels reflect content(s) and activity of each individual radionuclide and the 11 for the overpack.

10.7.3.9.1

GENERAL	IATA DGR	YES	NO	N/A
48 State and Operator variations are complied with.				
49 Packages containing Carbon dioxide solid (dry ice), the marking, labelling and documentary requirements complied with	PI954; 7.1.4.1 (d); 7.2.3.9.1			

Comments

Place:

Date / Time:

Checked by (name):

Signature:

ESOM Acceptance checklists 2026
V1.0 Checklist Radioactive

WARNING: 2 PAGE DOCUMENT (TURN PAGE)

Update: 03-11-2025

47 Hazard labels reflect content(s) and activity of each individual radionuclide and the 11 for the overpack.

10.7.3.9.1

GENERAL	IATA DGR	YES	NO	N/A
48 State and Operator variations are complied with.				
49 Packages containing Carbon dioxide solid (dry ice), the marking, labelling and documentary requirements complied with	PI954; 7.1.4.1 (d); 7.2.3.9.1			

Comments

Place:

Date / Time:

Checked by (name):

Signature:

ESOM Acceptance checklists 2026
V1.0 Checklist Radioactive

WARNING: 2 PAGE DOCUMENT (TURN PAGE)

Update: 03-11-2025

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2026 Edition 4

EATC GROUND OPERATIONS DOCUMENT CATALOGUE

G. Weapons and UN2911 checklist

EUROPEAN AIR TRANSPORT COMMAND

Reference Number:



CHECKLIST WEAPONS and/or RADIOACTIVE SHIPMENTS UN 2911 EXCEPTED PACKAGES

2026

- 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 The full name and address of the consigner (shipper) are present		☐	☐	
2 The full name and address of the receiver (consignee) are present		☐	☐	

WEAPONS

PACKAGING				
3 Lists with weapon numbers recorded are present 1* attached to outside Box, 1* for the shipper, 1* for the recipient	4.4.7	☐	☐	
4 The packages offered for transport are closed and sealed	4.4.7	☐	☐	☐

UN 2911 EXCEPTED PACKAGES

PACKAGING				
5 The Proper Shipping Name is present (think of technical name ["I"])	4.4.7.2	☐	☐	☐
6 The label "UN 2911 excepted packages" is affixed on all packages		☐	☐	☐
7 If a package weighs more than 50 kilograms, this is stated		☐	☐	☐
8 If dry ice is used as coolant, the net quantity of dry ice is listed		☐	☐	☐
9 Packages are free of damage/leakage and in a proper condition for carriage		☐	☐	☐
10 All irrelevant marks and labels are removed, covered or made unreadable		☐	☐	☐

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 / paragraph)

Date

EATC GROUND OPERATIONS DOCUMENT CATALOGUE

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

MISSION ORDER (ATMO)

TIME DELIVERY

ESTIMATED DATE/TIME DEPARTURE

TOLERANCE ZONE °C

COOLED ☐ → OWN POWER SUPPLY → ☐ Yes ☐ No

FROZEN ☐ → OWN POWER SUPPLY → ☐ Yes ☐ No

If "yes", connect to power source after intake inspection. If "No", place shipment in refrigerator or freezer (as required) after intake inspection.

PACKAGING	YES	NO	N/A
1 The name and full address of the consigner (shipper) are listed	☐	☐	☐
2 The name and full address of the receiver (consignee) are listed	☐	☐	☐
3 The "PERISHABLE" label is affixed to the package(s)	☐	☐	☐
4 The "THIS WAY UP" labels are affixed to opposite sides of the packages(s)	☐	☐	☐
5 The package(s) is free from damage, leakage and in a proper condition for carriage	☐	☐	☐
6 All irrelevant marks and labels are removed or obliterated	☐	☐	☐
7 The goods are meeting the quality requirements regarding the expiry date (shelf life date)	☐	☐	☐
8 It has been verified that the shipment is not subject to decay or rot (in terms of smell and odor)	☐	☐	☐

DOCUMENTATION	YES	NO	N/A
9 The required documents for import and export are present (customs, health certificate, etc.)	☐	☐	☐
10 It has been verified that documents or logbooks are available recording the requirements in respect of temperature	☐	☐	☐

TEMPERATURE AND CONTROL REQUIREMENTS (FOR STORAGE AND HANDLING)

CONDITIONED STORAGE			
1 The conditioned storage is operational, and the operating temperature required for cooled or frozen products has been reached.	☐	☐	☐
2 The storage location is clean and free from damage, and the door seals (if present) are in good condition	☐	☐	☐

DATE OF ENTRY	TIME (local/Zulu)	ENVIRONMENT		TEMP. °C	PARAPH	REMARKS
		COOL	FREEZE			
1		☐	☐			

DATE INSPECTION	TIME (local/Zulu)	ENVIRONMENT		TEMP. °C	PARAPH	REMARKS
		COOL	FREEZE			
2		☐	☐			
3		☐	☐			
4		☐	☐			
5		☐	☐			
6		☐	☐			
7		☐	☐			
8		☐	☐			
9		☐	☐			

EGOM Acceptance checklists 2026 v3.0
Checklist perishables

WARNING : 2 PAGE DOCUMENT (TURN PAGE)

Update: 06-11-2025

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

EGOM Acceptance checklists 2026 v3.0
Checklist perishables

WARNING : 2 PAGE DOCUMENT (TURN PAGE)

Update: 06-11-2025

EATC GROUND OPERATIONS DOCUMENT CATALOGUE

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: Oplum 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
FROZEN	☐	OWN POWER SUPPLY	☐ Yes ☐ No

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

DOCUMENTATION			
7 Are documents or logbooks present in which the requirements in respect of temperature are recorded?	☐	☐	☐
8 If Oplum Act articles are shipped, is documentation present in which transport/transfer are explicitly allowed?	☐	☐	☐

TEMPERATURE AND CONTROL REQUIREMENTS (FOR STORAGE AND HANDLING)

CONDITIONED STORAGE			
1 Is the conditioned storage operational and is the operating temperature required for cooled or frozen products reached?	☐	☐	☐
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 COOL	FREEZE	TEMP. ° C	PARAPH	REMARKS
1		☐	☐			

DATE INSPECTION	TIME (local/Zulu)	ENVIRONMENT COOL	FREEZE	TEMP. ° C	PARAPH	REMARKS
2		☐	☐			
3		☐	☐			
4		☐	☐			
5		☐	☐			
6		☐	☐			
7		☐	☐			

FREIGHT CONSOLIDATION (REPACKAGING) OR SEPARATION OF POWERSOURCE			
1 Is the ULD (RKN) operational and is the operating temperature for cooled or frozen products reached?	☐	☐	☐
2 Is the ULD (RKN) clean, free from damage and are door seals (if present) in good condition?	☐	☐	☐

(cont')

(all lists if required)
(legal) research and traceability when a
d (national) authorities in respect of (legal)

Date

the packages need to be stored in a secure
(minimum requirement use of a locked box or -
-g. travel document) is often a mandatory

EATC GROUND OPERATIONS DOCUMENT CATALOGUE

J. Dry-Ice checklist

EUROPEAN AIR TRANSPORT COMMAND

Reference Number:



CHECKLIST DRY ICE (CARBON DIOXIDE, SOLID)

2026

- 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 UN number "1845", preceded by the prefix "UN" is listed,	8.2.3	☐	☐	☐
2 The words "Carbon dioxide, solid" or "Dry ice" is present.	8.2.3	☐	☐	☐
3 The number of packages dry ice offered for transport listed on the documentation,	8.2.3	☐	☐	☐
4 The net weight of dry ice in kilograms is recorded,	8.2.3	☐	☐	☐

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

QUANTITY

5 The quantity of dry ice per package is 200 kilogram or less,	4.2	☐	☐	☐
--	-----	--------------------------	--------------------------	--------------------------

PACKAGES AND OVERPACKS

6 The number of packages dry ice as shown on the Cargo manifest (Air Waybill or other shipping papers),		☐	☐	☐
7 The packages are free of damage, leakage and in a proper condition for carriage,		☐	☐	☐
8 The package conform with Packing Instruction 954 and is the package is vented to permit the release of gas,	PI 954	☐	☐	☐

MARKS & LABELS

9 UN number "1845", preceded by the prefix "UN" is marked,	7.1.4.1(a)	☐	☐	☐
10 The words "Carbon dioxide, solid" or "Dry ice" is present.	7.1.4.1(b)	☐	☐	☐
11 The full name and address of the shipper and consignee is present,	7.1.4.1(b)	☐	☐	☐
12 The net quantity of dry ice within each package is present.	7.1.4.1(d)	☐	☐	☐
13 The class 9 label is affixed,	7.2.3.8, 7.2.8	☐	☐	☐
14 Irrelevant marks and labels are removed, covered or made unreadable,	7.1.1(b); 7.2.1(a)	☐	☐	☐

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

FOR OVERPACKS

15 The packages use the markings, hazard and handling labels as required and these are clearly visible or reproduced on the outside of the overpack,	7.1.7.1; 7.2.7	☐	☐	☐
16 The word "Overpack" is marked if the marks and labels are not visible on the packagings within the overpack,	7.1.7.1	☐	☐	☐
17 The total net quantity of carbon dioxide, solid (dry ice) is recorded/presented on the overpack,	7.1.7.1.1	☐	☐	☐

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

STATE AND OPERATOR VARIATIONS

18 State and operator variations is complied with,	2.8	☐	☐	☐
--	-----	--------------------------	--------------------------	--------------------------

Comments

Checked by (name)

Place	Signature:
Date:	Time:

EATC GROUND OPERATIONS DOCUMENT CATALOGUE

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?	☐	☐	☐
2 Is the animal 8 weeks of age or older?	☐	☐	☐
3 Are the leash and collar of the animal removed?	☐	☐	☐
4 Is checked if the animal can be imported into the country of destination (considering quarantine rules)?	☐	☐	☐

DOCUMENTATION	YES	NO	N / A
5 Is a health certificate for the animal present in twofold?	☐	☐	☐
6 Is the health certificate not older than 10 days?	☐	☐	☐
7 Is it stated which vaccinations the animal had?	☐	☐	☐
8 Is the animal not vaccinated against Rabies earlier than 1 month or longer than 9 month ago?	☐	☐	☐
9 Is the address of the shipper stated?	☐	☐	☐
10 Is the document signed and stamped by a certified veterinarian?	☐	☐	☐
11 Is the shipper's certification for live animals completely filled and present in duplicate?	☐	☐	☐
12 Correspond the description and amount of animals to what is stated on the shipper's certification?	☐	☐	☐

KENNEL	YES	NO	N / A
13 Is the kennel large enough for the animal to turn around and stand?	☐	☐	☐
14 Is the construction strong enough for transportation?	☐	☐	☐
15 Is there sufficient ventilation?	☐	☐	☐
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?	☐	☐	☐
17 Is an amount of food and instructions for food and watering attached on the outside of the kennel?	☐	☐	☐
18 If it is required that the animal(s) must be fed/watered enroute, have arrangements been made by the shipper with the carrier?	☐	☐	☐
19 Is the kennel clean, free of leaks and escape proof?	☐	☐	☐
20 Is the kennel tightly closed but not locked?	☐	☐	☐
21 Is there sufficient absorption material on the bottom of the kennel? Note: Straw should not be used as absorbent material, as some nations prohibit the importation of straw!	☐	☐	☐
22 Does the kennel contain adequate handholds/lifting devices to facilitate handling and to prevent handlers from coming into close proximity of the animal.	☐	☐	☐
23 There should be no leashes and collars left in the kennel. Is this condition met?	☐	☐	☐

MARKING AND LABELLING	YES	NO	N / A
23 Is the kennel clearly marked with the name and full address of the consigner (shipper)?	☐	☐	☐
24 Is the kennel clearly marked with the name and full address of the receiver (consignee)?	☐	☐	☐
25 Is the name of the animal clearly marked on the kennel?	☐	☐	☐
26 Is there a "Live Animal" label affixed to the kennel and is this completed?	☐	☐	☐
27 Is there a handling label "This way up" affixed to the kennel at least to two opposite sides?	☐	☐	☐
28 If the animal is anesthetized; is the time, type, dosage and duration of anaesthesia indicated on the kennel?	☐	☐	☐
29 Are their eating and drinking instructions attached on the kennel?	☐	☐	☐

EGOM Acceptance checklists 2024 V2.0
 Checklist Live animals

WARNING: 2 PAGE DOCUMENT (TURN PAGE)

Update: 01-10-2023

EGOM Acceptance checklists 2024 V2.0
 Checklist Live animals

WARNING: 2 PAGE DOCUMENT (TURN PAGE)

Update: 01-10-2023

ocate prior to departure.

9

EATC GROUND OPERATIONS DOCUMENT CATALOGUE

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)?	☐	☐	☐

TRANSPORT DOCUMENTATION

2 Is the documentation complete and correctly filled and in accordance with the amount of packages offered for air transport?	☐	☐	☐
---	--------------------------	--------------------------	--------------------------

PACKAGES

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

→ 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

Date

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

EATC

Update: 01-10-2023

EATC GROUND OPERATIONS DOCUMENT CATALOGUE

M. Company-Mail checklist

EUROPEAN AIR TRANSPORT COMMAND

Reference Number :



CHECKLIST COMPANY MAIL

- 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?	☐	☐	
2	Shipper name:	☐	☐	
3	Shipper telephone:	☐	☐	
4	Are the full name and address of the receiver (consignee) present?	☐	☐	

PACKAGE		YES	NO	N/A
1	Are the maximum packaging dimensions 30x30x30 cm?	☐	☐	
2	Is the maximum weight of the package 5 kg?	☐	☐	

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

Remarks / particularities

Checker (name / paraph)

Date

EATC GROUND OPERATIONS DOCUMENT CATALOGUE

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, completion 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)?	☐	☐	☐
2 Is the mechanical apparatus free from fluid leaks and/or excessive residue?	☐	☐	☐

TECHNICAL STATE

6 Mechanical condition of the mechanical apparatus:			
Is the shipping container closed and secured, meets required ISO standards.	☐	☐	☐
Are filler caps installed and tightened. (Also check hydraulic tank, pump lines, quick disconnects)	☐	☐	☐
Is the equipment not leaking and free from obvious damage.	☐	☐	☐
7 Battery:			
Are batteries secured to the mechanical apparatus?	☐	☐	☐
Are batteries free from damage/leaks? Inspect for cracks, leaks and corrosion.	☐	☐	☐
Are hold-downs, battery trays, connectors, and vent filler caps tightened/locked.	☐	☐	☐
Are the battery poles/cables protected? Electrical wiring serviceable and insulated?	☐	☐	☐
Are batteries correctly orientated (top side up)?	☐	☐	☐
8 Fuel tank:			
Is the fuel tank level as required?	☐	☐	☐
Are fuel tank caps / filler caps installed (unlocked or key available)?	☐	☐	☐
Are fuel lines checked for leaks (including pump, filter, carburettor....).	☐	☐	☐
Is the equipment drained and purged	☐	☐	☐

Dangerous Goods

11 Are dangerous goods (DG) items belonging to the equipment properly declared and documented?	☐	☐	☐
12 Is the "Drained and Purged" declaration available	☐	☐	☐

OTHER

16 Are electrical switches in the OFF position	☐	☐	☐
* equipment fitted with interconnected fuel tanks with or without a cross-feed shut-off between tanks shall be prepared in accordance with this checklist.	☐	☐	☐

Comments

Checked by (name) _____

Place _____

Date: _____

Signature: _____

Time: _____

O. Vehicle Weighing List 2 axles

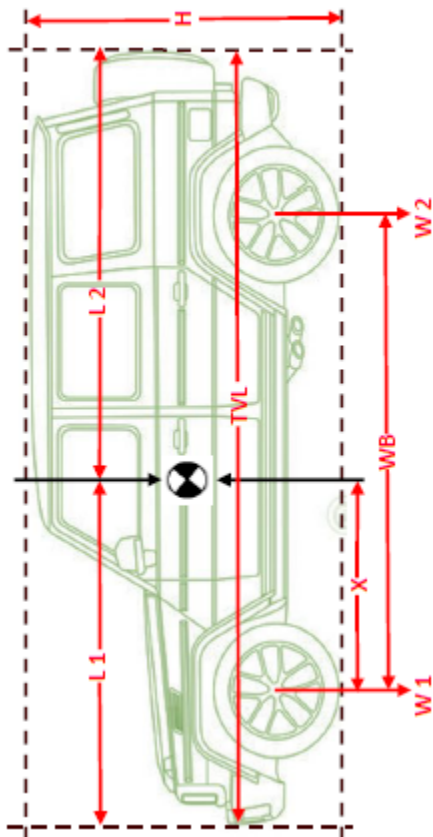
VEHICLE WEIGHING LIST 2 AXLES

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)



European Air Transport Command



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 *
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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 CATALOGUE

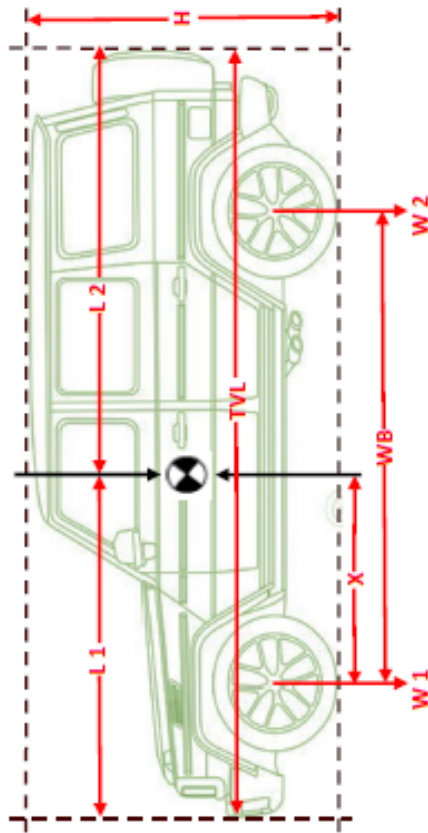


European Air Transport Command

VEHICLE WEIGHING LIST 2 AXLES

HANDLING UNIT:	1
LOCATION:	2
DATE:	3
MISSION NUMBER	4
DATE OF DEPARTURE	5
VEHICLE REGISTRATION	6
REFERENCE NUMBER	7
FUEL TYPE* + LEVEL:	DIESEL ($\leq 75\%$) / PETROL ($\leq 25\%$) 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 *
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 *
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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 CATALOGUE

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 specials 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	<i>The center of gravity (CG) can be calculated based on the formula listed on the document.</i> <i>CG = (WB X W2)</i> <i>W</i> <i>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 (CG) measured from the center of the front axle.</i> 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.
21.	Distance (x) between front axle and CG	Insert the measured distance between the front axle and the Centre of Gravity.



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VEHICLE WEIGHING LIST 2 AXLES

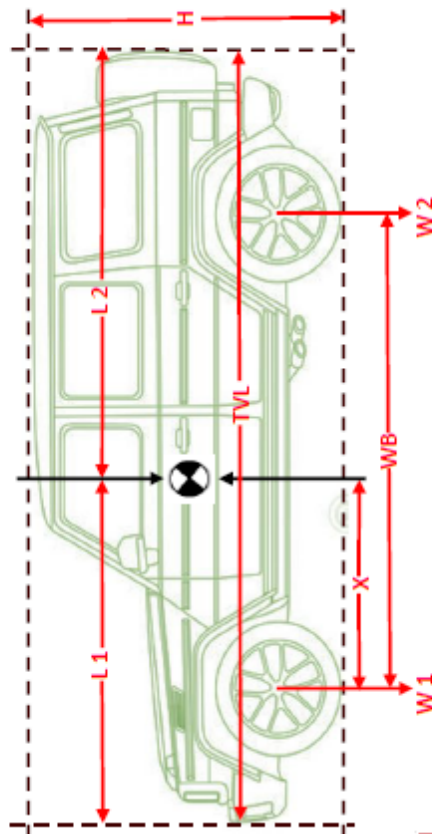
HANDLING UNIT:	940 Sqn		
LOCATION:	Eindhoven		
DATE:	02-04-2024		
MISSION NUMBER	005-008-24		
DATE OF DEPARTURE	02-04-2024		
VEHICLE REGISTRATION	LM-02-04		
REFERENCE NUMBER	2024-21		
FUEL TYPE* + LEVEL:	DIESEL (≤ 75%) / PETROL (≤ 25%)	LEVEL: 15	%
REMARKS	None		
DRAWN UP BY	R. Korpelaar		

(* = mark / delete what is NOT applicable)

example

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 = $\frac{WB \times W2}{W}$

TIRE PRESSURE	FL: 2.4	FR: 2.4	RL: 2.4	RR: 2.4	BAR / PSI *
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CG MUST BE CLEARLY MARKED ON BOTH SIDES OF THE VEHICLE

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 *

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 CATALOGUE

P. Vehicle Weighing List 3 axles

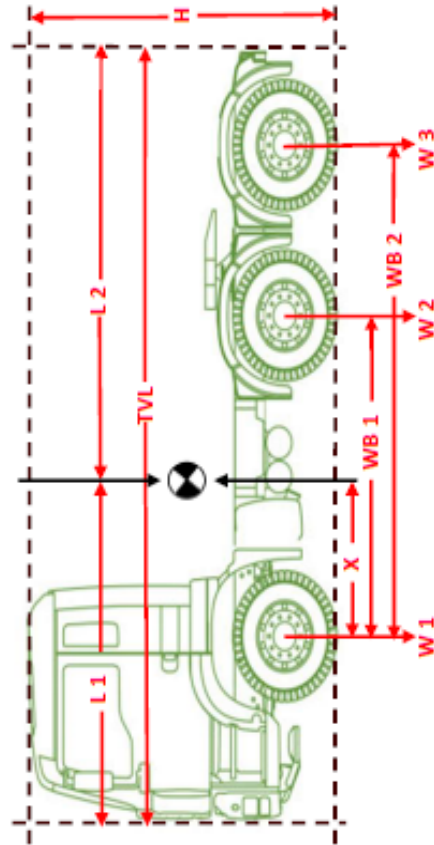


European Air Transport Command

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%)
REMARKS	LEVEL: %
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 *
MIDDLE AXLE (W2)	kg / lbs *
REAR AXLE (W3)	kg / lbs *
TOTAL WEIGHT (W = W1+W2+W3)	kg / lbs *
CG CALCULATION	$CG = \frac{WB1 \times W1 + WB2 \times W2 + WB3 \times W3}{W}$

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 *

TIRE PRESSURE	FL: FR:	ML: MR:	RL: RR:	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: MAY 2024

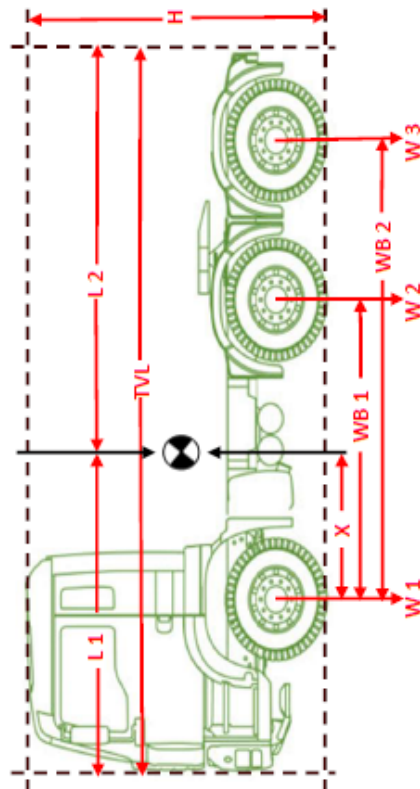
VEHICLE WEIGHING LIST 3 AXLES

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 ($\leq 75\%$) / PETROL ($\leq 25\%$) 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 *
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 FR: 15	ML: 15 MR: 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 CATALOGUE

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 specials 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 (WB1) (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	The centre of gravity (CG) can be calculated based on the formula listed on the document. $CG = \frac{(WB1 \times W2) + (WB2 \times W3)}{W}$ 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. 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.
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 CATALOGUE

Q. Vehicle Weighing List 4 axles

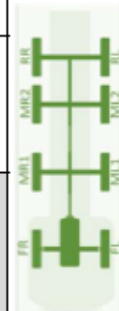
VEHICLE WEIGHING LIST 4 AXLES

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

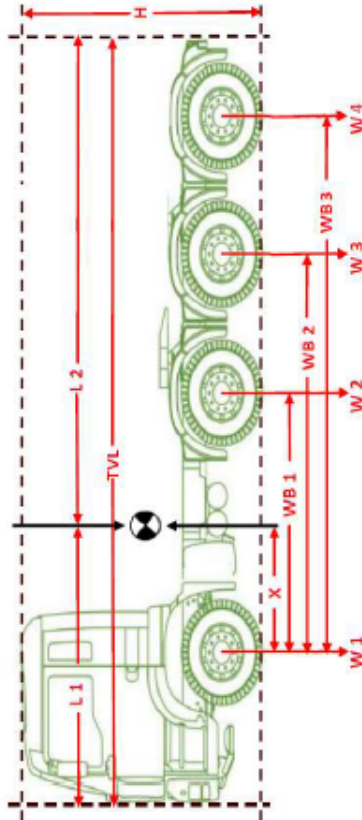
(* = mark / delete what is NOT applicable)

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 = $\frac{W1 \times W2 + W2 \times W3 + W3 \times W4}{W}$

TIRE PRESSURE	FL: FR:	ML1: MR1:	ML2: MR2:	RL: RR:	BAR: PSI *
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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 CATALOGUE

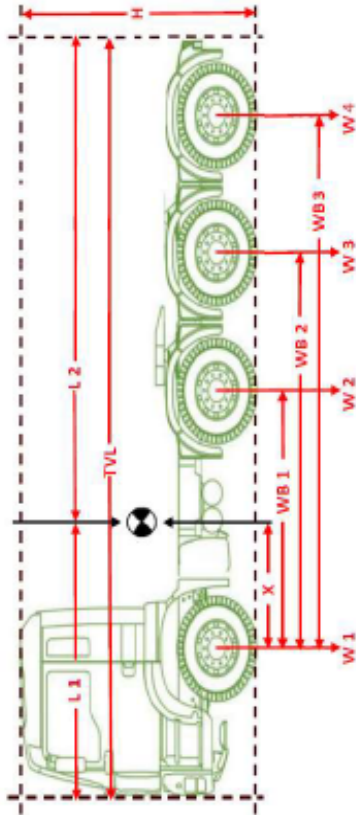
VEHICLE WEIGHING LIST 4 AXLES

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 $CG = \frac{W1 \times W2 + W2 \times W3 + W3 \times W4}{W}$

TIRE PRESSURE	FL: 16	ML1: 16	ML2: 16	RR: 16	BAR / PSI *
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A COPY OF THIS DOCUMENT MUST BE ATTACHED CLEARLY VISIBLE ON THE VEHICLE AT
WINDSCREEN / SUNVISOR

Update: 2024

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 *

EATC GROUND OPERATIONS DOCUMENT CATALOGUE

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	The centre of gravity (CG) can be calculated based on the formula listed on the document. <u>$CG = \frac{(WB1 \times W2) + (WB2 \times W3) + (WB3 \times W4)}{W}$</u> 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.
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 CATALOGUE

R. Weighing List 1 axle

WEIGHING LIST 1 AXLE

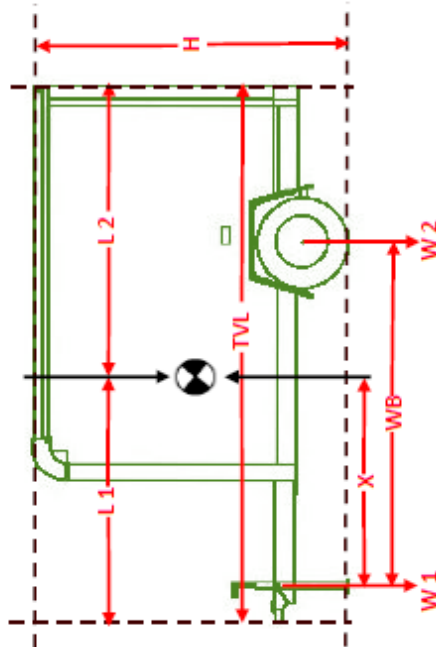
HANDLING UNIT:	
LOCATION:	
DATE:	
MISSION NUMBER	
DATE OF DEPARTURE	
VEHICLE REGISTRATION	
REFERENCE NUMBER	
FUEL TYPE* + LEVEL OF GENERATOR:	DIESEL (≤ 75%)// PETROL (≤ 25%) LEVEL: %
REMARKS	
DRAWN UP BY	

(* = 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	$CG = \frac{WB \times W2}{W}$

TIRE PRESSURE	Left:	Right:	BAR / PSI *
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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 (WB)	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

Update: 2024

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 ($\leq 75\%$) / PETROL ($\leq 25\%$) LEVEL: 8 %
REMARKS	9
DRAWN UP BY	10

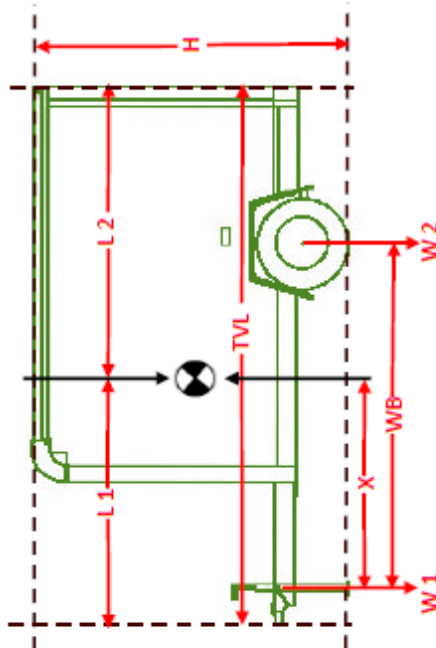
(* = mark / delete what is NOT applicable)

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

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



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 *

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

Update: 2024

EATC GROUND OPERATIONS DOCUMENT CATALOGUE

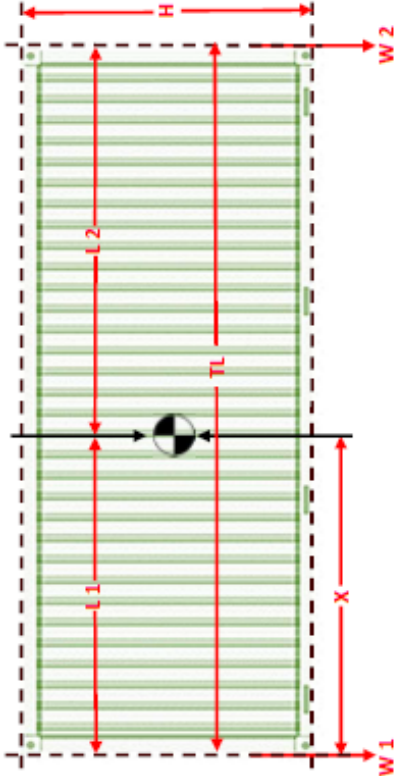
Nr.	Item	Explanation
1.	Handling unit	Insert the ground handling organization or similar body on whose authority the weighing list is drawn-up. <i>Example: Air Terminal Melsbroek</i>
2.	Location	Insert the location of the handling unit.
3.	Date	Insert the date of the preparation of the weighing list (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 specials 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	The center of gravity (CG) can be calculated based on the formula listed on the document. <u>CG = (WB X W2)</u> W 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. 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.
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 CATALOGUE

S. Container Weighing List



European Air Transport Command



CG MUST BE CLEARLY MARKED ON BOTH SIDES OF THE CONTAINER

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)

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

Update: 2024

EATC GROUND OPERATIONS DOCUMENT CATALOGUE

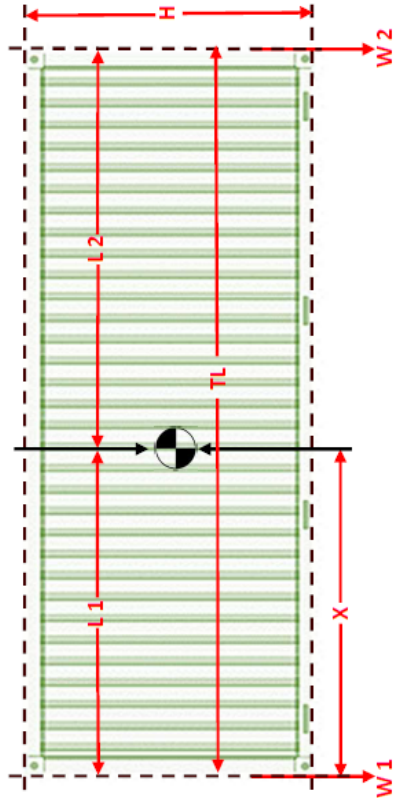
CONTAINER WEIGHING LIST

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 ($\leq 75\%$) / PETROL ($\leq 25\%$) LEVEL: 8 %
REMARKS	9
DRAWN UP BY	10

(* = mark / delete what is NOT applicable)



CG MUST BE CLEARLY MARKED ON BOTH SIDES OF THE CONTAINER

WEIGHTS	
FRONT END (W1)	11 kg / lbs *
REAR END (W2)	12 kg / lbs *
TOTAL WEIGHT (W = W1 + W2)	13 kg / lbs *
CG CALCULATION	18 $CG = \frac{TL \times W2}{W}$
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 CATALOGUE

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. <u>Example: 25%, 50%, 75%.</u>
9.	Remarks	Insert specials 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. <u>CG = (TL X W2)</u> W 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
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	Insert the date on the CSC plate validating the due date after which the container may no longer be used for (air) transport purposes.

EATC GROUND OPERATIONS DOCUMENT CATALOGUE

		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. <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>
--	--	---

EATC GROUND OPERATIONS DOCUMENT CATALOGUE

T. Air Cargo Security Declaration

AIR CARGO SECURITY DECLARATION

KNOWN (MILITARY) SHIPPER

UNIT	
POC	
TEL/FAX	
EMAIL	

AIR TERMINAL REFERENCE NUMBER

DESTINATION	

On behalf of the above mentioned agency/unit, I declare that, to the best of my knowledge, this air cargo consignment has been appropriately examined for military aviation security and safety reasons in accordance with the applicable rules and regulations.

The air cargo delivered to the air terminal and/or carrier is prepared by dedicated personal under secure conditions, while protected against unauthorized 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 packaging and contents of the consignment is inspected for reasons of security in accordance with national law, legislations, military rules, the requirements described in the EATC Ground Operations Manual and EU Commission Implementing Regulation (EU) 2015/1998.

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

- | | |
|---|--|
| ☐ Known (military) shipper's procedures (EGOM) | ☐ Detection dogs (EDD) Visual |
| ☐ Explosive Detection System (EDS) equipment | ☐ Visual Checks (VCK) |
| ☐ Explosive Trace Detection (ETD) systems | ☐ Hand search (PHS) |
| ☐ X-ray equipment (XRY) | ☐ Any other Method * (AOM) |
| ☐ 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. Specify the method in the additional security information box

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 legislation actions provided by law and military

DATE / TIME		hrs	SIGNATURE
NAME			
FUNCTION / TITLE			
PLACE / LOCATION			

EATC GROUND OPERATIONS DOCUMENT CATALOGUE

AIR CARGO SECURITY DECLARATION

KNOWN (MILITARY) SHIPPER		AIR TERMINAL REFERENCE NUMBER	
UNIT	1	5	6
POC	2	DESTINATION	
TEL/FAX	3	7	8
EMAIL	4		

On behalf of the above mentioned agency/unit, I declare that, to the best of my knowledge, this air cargo consignment has been appropriately examined for military aviation security and safety reasons in accordance with the applicable rules and regulations.

The air cargo delivered to the air terminal and/or carrier is prepared by dedicated personal under secure conditions, while protected against unauthorized 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 packaging and contents of the consignment is inspected for reasons of security in accordance with national law, legislations, military rules, the requirements described in the EATC Ground Operations Manual and EU Commission Implementing Regulation (EU) 2015/1998.

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

- 9
- | | |
|---|--|
| ☐ Known (military) shipper's procedures (EGOM) | ☐ Detection dogs (EDD) Visual |
| ☐ Explosive Detection System (EDS) equipment | ☐ Visual Checks (VCK) |
| ☐ Explosive Trace Detection (ETD) systems | ☐ Hand search (PHS) |
| ☐ X-ray equipment (XRY) | ☐ Any other Method * (AOM) |
| ☐ 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. Specify the method in the additional security information box

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

10

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

DATE / TIME	11	12	hrs	SIGNATURE 16
NAME	13			
FUNCTION / TITLE	14			
PLACE / LOCATION	15			

EATC GROUND OPERATIONS DOCUMENT CATALOGUE

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 CATALOGUE

AIR CARGO SECURITY DECLARATION

KNOWN (MILITARY) SHIPPER

UNIT	1 (DEU) Air Brigade
POC	Capt. F. Braun
TEL/FAX	0049 5425 12598
EMAIL	f.braun@bund.org

AIR TERMINAL REFERENCE NUMBER

EDDK	200197-001
DESTINATION	
USPD	Vancouver International

On behalf of the above mentioned agency/unit, I declare that, to the best of my knowledge, this air cargo consignment has been appropriately examined for military aviation security and safety reasons in accordance with the applicable rules and regulations.

The air cargo delivered to the air terminal and/or carrier is prepared by dedicated personnel under secure conditions, while protected against unauthorized 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 packaging and contents of the consignment is inspected for reasons of security in accordance with national law, legislations, military rules, the requirements described in the EATC Ground Operations Manual and EU Commission Implementing Regulation (EU) 2015/1998.

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

- | | |
|--|---|
| ☒ Known (military) shipper's procedures (EGOM) | ☐ Detection dogs (EDD) Visual |
| ☐ Explosive Detection System (EDS) equipment | ☒ Visual Checks (VCK) |
| ☐ Explosive Trace Detection (ETD) systems | ☐ Hand search (PHS) |
| ☐ X-ray equipment (XRY) | ☐ Any other Method * (ACOM) |
| ☐ 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. Specify the method in the additional security information box

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

Checked at Köln/Wahn

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

DATE / TIME	25-04-2013 11:00 hrs
NAME	OFW C.Snabbel
FUNCTION / TITLE	Assistant air cargo preparation
PLACE / LOCATION	Köln/Wahn

SIGNATURE



EATC GROUND OPERATIONS DOCUMENT CATALOGUE

U. Security Check

EUROPEAN AIR TRANSPORT COMMAND



AIR CARGO SECURITY CHECK

- If one of the questions is answered with "NO", the shipment must not be accepted as ready for carriage.
- 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.
- 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.

CARRIER DETAILS (ROAD SERVICE)

	YES	NO	N/A
1. Is the company/carrier offering the shipment/documents to the air terminal classified as known (military) carrier?			
Carrier name	(e.g. name of the company/organization)		
Vehicle registration	(e.g. number plate, serial or similar number)		
Driver (name)			
Driver (military) ID	(e.g. passport, EU-ID card or military ID)		

CONSIGNER DETAILS

2. Is the consigner sending the shipment/documents to the air terminal classified as known (military) consigner?			
Consigner name	(e.g. name of the company/organization)		
Contact details	(e.g. Unit's name, organization, etc.)		
Reference	(e.g. standing air cargo security declaration)		

DELIVERY DETAILS

3. Is the delivery classified as a known delivery (arrangements made prior to delivery)?			
Reference(s)	(e.g. Air Transport Request, Air Transport Mission Order or similar (national) document or arrangement)		

COMPLIANCE CHECK

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/or 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".	YES	NO	

Remarks / particularities

Checker (name / paragraph)

Date

EATC GROUND OPERATIONS DOCUMENT CATALOGUE

EUROPEAN AIR TRANSPORT COMMAND



Insert the name of the sending unit from which the shipment originated

AIR CARGO SECURITY CHECK

- If one of the questions is answered with "NO", the shipment must not be accepted as ready for carriage.
- 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.
- 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.

CARRIER DETAILS (ROAD SERVICE)

		YES	NO	N/A
1. Is the company/carrier offering the shipment/documents to the air terminal classified as known (military) carrier?				
Carrier name	Insert name company or unit (e.g. name of the company/organization)			
Vehicle registration	Insert vehicle numberplate (e.g. number plate, serial or similar number)			
Driver (name)	Insert name driver			
Driver (military) ID	Insert ID number (e.g. passport, EU-ID card or military ID)			

CONSIGNER DETAILS

2. Is the consigner sending the shipment/documents to the air terminal classified as known (military) consigner?			
Consigner name	Insert name company or unit (e.g. name of the company/organization)		
Contact details	Insert Unit's name or organization (e.g. Unit's name, organization, etc.)		
Reference	Insert reference number (e.g. standing air cargo security declaration)		

DELIVERY DETAILS

3. Is the delivery classified as a known delivery (arrangements made prior to delivery)?			
Reference(s)	Insert references (ATMO or similar document) (e.g. Air Transport Request, Air Transport Mission Order or similar (national) document or arrangement)		

COMPLIANCE CHECK

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/or 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".	YES	NO	

Remarks / particularities

Insert remarks or particularities

Checker (name / paraph)

Insert checkers name and paraph

Date

Insert date

EATC GROUND OPERATIONS DOCUMENT CATALOGUE

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 CATALOGUE

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:



EATC GROUND OPERATIONS DOCUMENT CATALOGUE

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:

(Signature)

W. Process Indicator QUARANTINED

EUROPEAN AIR TRANSPORT COMMAND		
INSPECTION AIR CARGO		
	DATE RECEIPT SEQUENCE NUMBER	
SHIPMENT <u>NOT</u> READY FOR CARRIAGE		
CONSIGNMENT DOES <u>NOT</u> MEET ALL REQUIREMENTS AND MUST <u>NOT</u> BE PREPARED FOR AIR TRANSPORT QUARANTINED		
REASON		
DESTINATION		
TREATED BY		
ONLY IF SIGNED BY AN AUTHORIZED PERSON WHO DECLARES THE CONSIGNMENT AIRWORTHY, AIR TRANSPORT OF THE SHIPMENT IS ALLOWED		
CLEARED / READY FOR CARRIAGE		
NAME		

EGOM Process Indicators v1.1
STOP
EATC
Update: 01 Jan 2019

EATC GROUND OPERATIONS DOCUMENT CATALOGUE

EUROPEAN AIR TRANSPORT COMMAND		
Insert unit or handling organization		
INSPECTION AIR CARGO		
	DATE RECEIPT Insert date of delivery	
	SEQUENCE NUMBER Insert unique reference number	
SHIPMENT <u>NOT</u> READY FOR CARRIAGE		
CONSIGNMENT DOES <u>NOT</u> MEET ALL REQUIREMENTS AND MUST <u>NOT</u> BE PREPARED FOR AIR TRANSPORT QUARANTINED		
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	
ONLY IF SIGNED BY AN AUTHORIZED PERSON WHO DECLARES THE CONSIGNMENT AIRWORTHY, AIR TRANSPORT OF THE SHIPMENT IS ALLOWED		
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	

EATC GROUND OPERATIONS DOCUMENT CATALOGUE

EUROPEAN AIR TRANSPORT COMMAND		
AMC/ 940 Sqn		
INSPECTION AIR CARGO		
	DATE RECEIPT	04-04-2024
	SEQUENCE NUMBER	00224-24
SHIPMENT <u>NOT</u> READY FOR CARRIAGE		
CONSIGNMENT DOES <u>NOT</u> MEET ALL REQUIREMENTS AND MUST <u>NOT</u> BE PREPARED FOR AIR TRANSPORT QUARANTINED		
REASON	Damaged packaging	
DESTINATION	Cologne EDDK	
TREATED BY	R. Korporaal	
ONLY IF SIGNED BY AN AUTHORIZED PERSON WHO DECLARES THE CONSIGNMENT AIRWORTHY, AIR TRANSPORT OF THE SHIPMENT IS ALLOWED		
CLEARED / READY FOR CARRIAGE		
NAME		

EGOM Process indicators v1.1
STOP

EATC

Update:01 Jan 2019



EATC GROUND OPERATIONS DOCUMENT CATALOGUE

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 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.
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 CATALOGUE

16.	Pages	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). 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.
		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.



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.

example

Page 1 of 1 pages



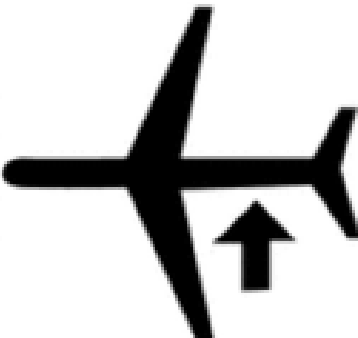
EATC GROUND OPERATIONS DOCUMENT CATALOGUE

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).
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).

EATC GROUND OPERATIONS DOCUMENT CATALOGUE

17.	Pages	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). 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.
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. 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.		

EATC GROUND OPERATIONS DOCUMENT CATALOGUE

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

EGOM Process Indicators v1.1
Destination (out)

EATC

Update: 01 Jan 2019

EATC GROUND OPERATIONS DOCUMENT CATALOGUE

EUROPEAN AIR TRANSPORT COMMAND			
<u>AMC/ 940 Sqn</u>			
INSPECTION AIR CARGO			
DATE DELIVERY	<u>02-04-2024</u>	AIR TERMINAL LOCATION	<u>Eindhoven</u>
SEQUENCE NUMBER	<u>22-2024</u>	AIRCRAFT TYPE	<u>A400M</u>
		<u>OUTBOUND CARGO</u>	
		SHIPMENT READY FOR CARRIAGE	
DESTINATION			
MISSION NBR (ATMO)	<u>00022-24</u>		
DATE FLIGHT	<u>06-04-2024</u>		
DESTINATION	<u>Cologne</u>		
REMARKS			
CLEARED FOR ABOVE MISSION	<u>03-04-2024</u>		
NAME	<u>A.Brown</u>		

EATC GROUND OPERATIONS DOCUMENT CATALOGUE

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

EGOM Process Indicators v1.1
Departure (In)

EATC

Update: 01 Jan 2017

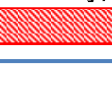
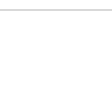
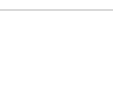
EATC GROUND OPERATIONS DOCUMENT CATALOGUE

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

EATC GROUND OPERATIONS DOCUMENT CATALOGUE

BB. Pallet tag Dangerous Goods Front & Back

Handling Unit ☐		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
There is no evidence that any damaged or leaking packages containing dangerous goods have been loaded on/in this ULD			
Name		Signature	

HAZARD LABELS AND CODING			
	RF01 RF02 RF03 RF04 RF05 RF06		RF07
	REX REX REX REX REX		RF08
	RF09		RCM
	RF10 RCL		RF11 RF12 RF13 RF14 RF15 RF16
	RF17		RF18
	RF19		RF19
	RF20		RF20
	RF21		RF21
	RF22		RF22
	RF23		RF23
	RF24		RF24
In case of damage, encircle label(s) and insert UN Number(s)...			

EATC GROUND OPERATIONS DOCUMENT CATALOGUE

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

EATC

EATC GROUND OPERATIONS DOCUMENT CATALOGUE

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 departure of the aircraft (optional).
21.	A/C registration	Insert the tail number of the aircraft (optional).

EATC GROUND OPERATIONS DOCUMENT CATALOGUE

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 CATALOGUE

Handling Unit AMC Eindhoven		Destination MAL GAO	
IATA ID-code H C U		ULD owner code N A F	
9 9 0 0 5			
Loaded at EHEH	Flight 12098-21	Date 01-02-2022	Position on A/C
Transship station	Flight MMU 14001	Date 2-2-2022	Position on A/C lower
Total weight KG 1505		Contents General Cargo	Volume code
		Height (in cm or inch) 120 cm	
Remarks AmoxP-6 related DG			
Departure time 06.00	Gate	A/C Registration T-57	
<i>There is no evidence that any damaged or leaking packages containing dangerous goods have been loaded on/in this ULD</i>			
Name H. Olander		Signature 	

EATC GROUND OPERATIONS DOCUMENT CATALOGUE

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 CATALOGUE

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

EGOM

EATC GROUND OPERATIONS DOCUMENT CATALOGUE

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

EGOM

EATC GROUND OPERATIONS DOCUMENT CATALOGUE

DD. Pallet / Container tag EMPTY

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

EGOM

EATC GROUND OPERATIONS DOCUMENT CATALOGUE

EE. Pallet / Container tag Unserviceable

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

EATC GROUND OPERATIONS DOCUMENT CATALOGUE

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

BBOM

EATC GROUND OPERATIONS DOCUMENT CATALOGUE

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 CATALOGUE

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

EGOM

EATC GROUND OPERATIONS DOCUMENT CATALOGUE

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 CATALOGUE



1

EATC MANIFEST
MILITARY AIR TRANSPORT SERVICE
CARGO MANIFEST

Serial no. **2** ATMO no. **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	12
Code-name	ULD			Nr. of pieces	Weight (gross)	Numbers and Contents
	Type	Code	Owner			
13	14	15	16	17	18	19
Total number of pieces (on this page)				20	21	Total Weight (on this page)
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 CATALOGUE

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".
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 CATALOGUE

12.	Date	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. 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.
13.	Code name	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). 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. Proper code-name 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. Note 1: A selected code-name will not always define an item exclusively in detail, it only provides initial handling information (for planning purposes). This generic code must be considered in combination with other relevant data provided on the manifest. Other code-names could also provide an indication of the commodity shipped (example: ammunition and rolling stock could also be classified as dangerous goods). If more code-names could apply or the one selected provides insufficient information, additional details are to be added in the “numbers and contents” field of the manifest. Note 2: When the electronic manifest is used, a set of standard code-name values can be selected using a drop-down menu. If the provided standard values cannot be used to classify the goods, the electronic manifest provides an option to directly insert an additional category. Nations are advised to make maximum use of the standard classification that is most appropriate to the shipment

EATC GROUND OPERATIONS DOCUMENT CATALOGUE

		<table><tr><td colspan="2">Code-name (default values e-manifest)</td></tr><tr><td>Description</td><td>Example(s)</td></tr><tr><td>Ammunition</td><td>Class 1 dangerous goods (explosives)</td></tr><tr><td>Baggage</td><td>Passenger property (check-in baggage, baggage, etc.)</td></tr><tr><td>Beverage</td><td>Liquids which are specifically prepared for human consumption</td></tr><tr><td>Cargo equipment</td><td>Ground handling equipment (e.g., weighing scales, straps, chains, couplers, empty ULDs, etc.)</td></tr><tr><td>Civil goods</td><td>All civil material (not military-owned) not otherwise classified</td></tr><tr><td>Dangerous Goods</td><td>All dangerous goods except class 1 (ammunition/explosives)</td></tr><tr><td>General cargo</td><td>All military cargo not otherwise classified</td></tr><tr><td>Human relief</td><td>Emergency aid (e.g., food, tents, etc.) not otherwise classified</td></tr><tr><td>Human remains</td><td>Deceased humans (coffin or funeral urn)</td></tr><tr><td>Live animals</td><td>Live animals (time, temperature and handling sensitive)</td></tr><tr><td>Medical goods</td><td>Medical equipment, medicine, etc. not otherwise classified</td></tr><tr><td>Military goods</td><td>All military cargo not otherwise classified</td></tr><tr><td>Music instruments</td><td>Valuable music instruments (to be handled with extreme care)</td></tr><tr><td>Perishable goods</td><td>Time and temperature sensitive goods</td></tr><tr><td>Priority item</td><td>Priority shipments (e.g., mail, aircraft on ground, etc.)</td></tr><tr><td>Rolling stock</td><td>Vehicles (powered and unpowered)</td></tr><tr><td>Weapons</td><td>Armament (additional safety and security restrictions apply)</td></tr></table>	Code-name (default values e-manifest)		Description	Example(s)	Ammunition	Class 1 dangerous goods (explosives)	Baggage	Passenger property (check-in baggage, baggage, etc.)	Beverage	Liquids which are specifically prepared for human consumption	Cargo equipment	Ground handling equipment (e.g., weighing scales, straps, chains, couplers, empty ULDs, etc.)	Civil goods	All civil material (not military-owned) not otherwise classified	Dangerous Goods	All dangerous goods except class 1 (ammunition/explosives)	General cargo	All military cargo not otherwise classified	Human relief	Emergency aid (e.g., food, tents, etc.) not otherwise classified	Human remains	Deceased humans (coffin or funeral urn)	Live animals	Live animals (time, temperature and handling sensitive)	Medical goods	Medical equipment, medicine, etc. not otherwise classified	Military goods	All military cargo not otherwise classified	Music instruments	Valuable music instruments (to be handled with extreme care)	Perishable goods	Time and temperature sensitive goods	Priority item	Priority shipments (e.g., mail, aircraft on ground, etc.)	Rolling stock	Vehicles (powered and unpowered)	Weapons	Armament (additional safety and security restrictions apply)
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14.	ULD type	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. If the consignment is shipped as bulk cargo, use the term “LOOSE”. 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.																																						
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	Insert the number of packages to which the description on the manifest applies 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)																																						

EATC GROUND OPERATIONS DOCUMENT CATALOGUE

		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)
18.	Weight (gross)	Insert checked gross weight of the outer package (ULD) or loose items either in kilogram (kg) or pounds (lb). 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.
19.	Number and contents	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 lading, voucher or similar documents may be used. 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.). 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. Examples: Dangerous goods (DG); 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; 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". 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). 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. <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 variations regarding the use of the NOTOC when special cargo is involved must be observed. 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. 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.

EATC GROUND OPERATIONS DOCUMENT CATALOGUE

		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: • position of the ULDs in the cargo hold of the aircraft (if known) • number of the ATR • number of items packed together in/on a consolidated package (ULD) • consignee of the packages <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.
20.	Total number of items(this Page)	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. <u>Note:</u> When the electronic manifest is used, this number is automatically generated.
21.	Final number of items (all pages)	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. <u>Note:</u> When using the e-manifest this number is automatically generated.
22.	Final Number of items (all pages)	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. <u>Note:</u> When the electronic manifest is used, this number is automatically generated.
23.	Final Weight (all pages)	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. <u>Note:</u> When the electronic manifest is used, this number is automatically generated. 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.
24.	Weight indication	Insert the weight indication used on the manifest. 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. <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.
25.	Manifest prepared by	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. <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.
26.	Signature	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. A stamp of the sending station may be added to authenticate the signature.

EATC GROUND OPERATIONS DOCUMENT CATALOGUE

27.	Manifest items loaded	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. <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.
28.	Manifest items received	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. 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. <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. <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.

EATC GROUND OPERATIONS DOCUMENT CATALOGUE

EATC MANIFEST MILITARY AIR TRANSPORT SERVICE CARGO MANIFEST									
Serial no.		ATMO no.				Nr. of this page			
987645321		12345-12				Nr. of pages			
Aircraft		Flight number		Airfield departure (from)		Date			
Type	Registration			LFPG Paris (Charles de Gaulle)					
A-330	GAF789	25/33		Airfield destination (to)					
				EDDK Cologne (Köln)				01/01/2026	
Code-name	ULD			Nr. of pieces	Weight (gross)	Numbers and Contents			
	Type	Code	Owner						
AMMUNITION	HCU8E	06802	NAF	1	1452	3x BOXPALLET #45218, #58954, # 85254, UN0012, CL 1.4S.			
DANGEROUS GOODS ROLLING STOCK	HCU8E	85471	NAF	1	2722	T-2 Coupled PALLET, UN3168, CL 9, 1X VEHICLE #022256, TOTAL WEIGHT 2322 KG. ATT KANDAHAR.			
PERISHABLE GOODS	AKN	12558	NAF	1	475	1X BOX WITH BLOOD PRODUCTS SSCC # 12886 KEEP COOL. DO NOT EXPOSE TO HIGH TEMPERATURES. HANDLE WITH PRIORITY. ATT EINDHOVEN.			
PERISHABLE GOODS	AKN	24999	GAF	1	488	FROOZEN FOOD, COOLED WITH ICE UN 1845, CL.9. 100 KG NET VENT AIRCRAFT PRIOR UNLOADING.			
CARGO EQUIPMENT	HCU8E	10101	NOR	1	1120	7X HCU PALLETS EXCL. NETS, OWNER; NORWEGIAN AIRFORCE. ATT BODO / NORWAY.			
LUGGAGE	LOOSE			65	1300	DUFFELBAGS, BULK LOADED.			
Total number of pieces (on this page)				70	7557	Total Weight (on this page)		Weight in KG	
Final number of pieces (on all pages) →				70	7557	← 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:				
Brekelhof OR-7					L. Master, OR-8				
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					V2.0 Update: 01 Jan 2019				

example



GG. Notification To the Captain (NOTOC)

[illegible]

AIRCRAFT EMERGENCY RESPONSE DRILL						
1. Complete appropriate aircraft emergency procedures			- Amplified incidents checklists can be found in the current edition of the ICAO Emergency Response Guidance (DOC 9481 AN/92)			
2. Consider landing as soon as practicable			- Toxic has the same meaning as poisonous			
3. Use drill from the chart below						
Drill no.	Inherent risk	Risk to aircraft	Risk to occupants	Spill or leak procedure	Firefighting procedure	Additional considerations
1.	Explosion may cause 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 maximum ventilation for "A", "I" or "P" 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 maximum ventilation; no smoking; minimum electrics	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 maximum ventilation;	All agents according to availability; no water on "W" drill letter	Possible abrupt loss of pressurization; minimum electrics if "F" or "H" drill letter
5.	Oxidizer, may ignite other materials, may explode in heat or fire	Fire and/or explosion, possible corrosion damage	Eyes, nose and throat irritation; skin damage on contact	Use 100% oxygen; establish and maintain maximum ventilation;	All agents according to availability; no water on "W" drill letter	Possible abrupt loss of pressurization
6.	Toxic*, may be fatal if inhaled, ingested or absorbed by skin	Contamination with toxic* liquid or solid	Acute toxicity, effects may be delayed	Use 100% oxygen; establish and maintain maximum ventilation; do not touch without gloves	All agents according to availability; no water on "W" drill letter	Possible abrupt loss of pressurization; minimum electrics if "F" or "H" drill letter
7.	Radiation from broken/unshielded 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 meet the aircraft
8.	Corrosive, fumes disabling if inhaled or in contact with skin	Possible corrosion damage	Eyes, nose and throat irritation; skin damage on contact	Use 100% oxygen; establish and maintain maximum ventilation; do not touch without gloves	All agents according to availability; no water on "W" drill letter	Possible abrupt loss of pressurization; minimum electrics if "F" or "H" 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 maximum 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 if 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 maximum ventilation; no smoking; minimum electrics	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 restriction and ventilation in affected area	All agents according to availability; no water on "Y" drill letter	Call for a qualified person to meet the aircraft
12.	Fire, heat, smoke, flammable vapour, explosion	Fire and/or explosion	Smoke, fumes, heat	Use 100% oxygen; establish and maintain maximum 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	ANAESTHETIC	L	OTHER RISK	X	OXIDIZER
C	CORROSIVE	M	MAGNETIC	Y	DEPENDENT ON THE TYPE OF INFECTIOUS SUBSTANCE, THE APPROPRIATE NATIONAL AUTHORITY MAY BE REQUIRED TO QUARANTINE INDIVIDUALS, ANIMALS, CARGO AND THE AIRCRAFT
E	EXPLOSIVE	N	NOXIOUS		
F	FLAMMABLE	P	TOXIC*(POISONOUS)		
H	HIGHLY IGNITABLE	S	SPONTANEOUS COMBUSTABLE OR PYROPHORIC	Z	AIRCRAFT CARGO FIRE SUPPRESSION SYSTEM MAY NOT EXTINGUISH OR CONTAIN THE FIRE. CONSIDER LANDING IMMEDIATELY
I	IRRITANT/ TEAR PRODUCING	W	IF WET GIVES OFF TOXIC* OR FLAMMABLE GAS		

EGOM Notification to Captain NOTOC v4.0 / Update: 19 November 2025

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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 litres (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.	MAO (Y/N)	Insert “Y” if the dangerous goods are authorized for transport by military aircraft only (MAO) — this applies to cargo that has received approval under AMovP-6.6 or has been granted a waiver. Otherwise, insert “N”.
22.	ERG code	Insert the applicable drill or emergency code.
23.	ULD ID number	Insert identification number of the ULD (example AKE 96002 GAF) in/on which the commodity is packed.
24.	POS/CTP	Insert the position of the ULD after it has been loaded onto the aircraft.
25.	Class 1 total NEQ	Insert the Class 1 total NEQ.
26.	Page numbering (1)	Insert the number of this particular page of the NOTOC.
27.	Page numbering (2)	Insert the total number of pages the NOTOC consists of.
		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 CATALOGUE

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) ² and ³ _____

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 _____ (Route)
to _____ (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 _____ 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 seal which shall bear some external indication for identification purposes, shall be sealed by the competent authority.

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

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 the transfer, 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 8 of this Agreement, after it has ascertained that:

- a. all the medical, health, administrative and legal requirements of the regulations in force in the State of departure relating to the transfer of corpses and, where appropriate, burial and exhumation have been complied with;
- b. the remains have been placed in a coffin which complies with the requirements laid down in Articles 6 and 7 of this 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
Laissez-passer

EATC

Update: 01 Jan 2022

EATC GROUND OPERATIONS DOCUMENT CATALOGUE

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) ² and ³ 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 CATALOGUE

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 CATALOGUE

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)² and ³ Died of old age

at the age of 67 years

Date and place of birth (if possible) 1954, Anghiano 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 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 CATALOGUE

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, goring 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 Animals)

Name/Title of signatory _____ Place and date: _____ Signature: _____ (See reverse side for special conditions)	Shipper's failure with the applicable Regulations and and / or national may be in breach subject to legal 1, Section 1.2.)
Air Waybill / ATMO no. _____ Airport of Departure _____ Airport of Destination _____	

EGOM Live Animal Certification v1.0.docxLAR 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 tranquillised 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.docxLAR certificate (back)

EATC

Update: 01 Jan 2023

EATC GROUND OPERATIONS DOCUMENT CATALOGUE

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 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 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
2	3	4

Name/title of signatory 5 Place and date 6 Signature 7 (See reverse side for special conditions)	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.)
---	---

Air Waybill / ATMO no. 8	Airport of Departure 9	Airport of Destination 10
---------------------------------	-------------------------------	----------------------------------

EATC GROUND OPERATIONS DOCUMENT CATALOGUE

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 CATALOGUE

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 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 WO1 F. Lammerssun		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 Eindhoven, 22 April 2021 Year/Month/Day		
Signature  (See (reverse side) for special conditions)		
Air Waybill no. 02541-13	Airport of Departure EINDHOVEN	Airport of Destination STOCKHOLM

EATC GROUND OPERATIONS DOCUMENT CATALOGUE

JJ. Container Packing Certificate (CPC)



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. [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 (CO ₂ – 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 CO ₂ – 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
e. place packed		f. signature	g. date inspected

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EATC GROUND OPERATIONS DOCUMENT CATALOGUE



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. Insert container nr 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) Insert full name of responsible person	b. rank/grade Insert rank	c. title Insert responsible person position	d. organization Insert organization where container is checked
e. place packed Insert place where container is checked	f. signature Responsible person signature		g. date inspected Insert date of check

EATC GROUND OPERATIONS DOCUMENT CATALOGUE



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. 12345678 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 (CO ₂ – dry ice) is used for cooling purposes, the container is externally marked, placarded, on the side and on the door, and with the words: "DANGEROUS CO ₂ – 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
Korporaal, R.	OR-9	Checker	940 sqn, AMC
e. place packed	f. signature		g. date inspected
Eindhoven			02-04-2024

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EATC GROUND OPERATIONS DOCUMENT CATALOGUE

KK. ULD Control Message (UCM)



ULD Control Message

EATC Teclog support
 Phone : +31 889510 883 / 887
 Email : 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					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

REMARKS

☐ INFO

☐ ACTION

NAME/RANK :

CONTACT :

SIGNATURE :

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EATC GROUND OPERATIONS DOCUMENT CATALOGUE

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 CATALOGUE



ULD Control Message

EATC Teclog support

Phone : +31 889510 883 / 887

Email : uldmanagement@eatc-mil.org

STATION DEPARTURE (OUT)

ICAO

NAT

E H E H

STATION ARRIVAL (IN)

ICAO

NAT

E D D K

MISSION IDENTIFIER (ATMO)

14324-14

DATE OF TRANSFER

DAY

MONTH

YEAR

0 1

- 0 2

- 2 0 1 9

GROUND HANDLER /

POINT OF CONTACT DATA

fblutz@bundeswehr.org

ULD DETAILS

TYPE

SERIAL

OWNER

STATUS

AMOUNT

1	A	K	N	9	4	0	0	2	N	A	F				*			1
2	P	L	F						S	A	F				*		2	0
3	P	L	A						G	A	F	U	N	S	*			3
4	P	L	A						G	A	F				*			6
5	R	K	N	0	1	0	0	2	B	A	F	U	N	S	*			1
6															*			
7															*			
8															*			
9															*			
10															*			
11															*			
12															*			
13															*			
14															*			
15															*			

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 CATALOGUE

LL. International Load Summary Sheet front (ILSS)

EUROPEAN AIR TRANSPORT COMMAND

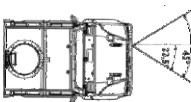
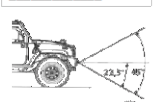
POC (Company or Unit/Office/Phone)

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	No		
TIE DOWN POINTS														
10	Demonstration of all Tie Down Points' capabilities in Force and in direction.  						All Tie-Down points need to have a certificate that these capabilities are guaranteed through: 1. a manufacturer's certificate 2. an engineering demonstration (i.e. through finite element analysis) 3. a real life tensioning (i.e. tension + deformation will give an ultimate Tie-Down Point capability.) 4. a careful engineering approximation (by a recognized engineering authority)							
CERTIFICATION TO BE ATTACHED														
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	cm ² in ²												
32	Wheels per axle													
Distance between axles		mm	in	mm	in	mm	in	mm	in	mm	in	mm	in	
		#1-#2		#2-#3		#3-#4		#4-#5		#5-#6				
33	Weights	Right	kg	lb	kg	lb	kg	lb	kg	lb	kg	lb	kg	lb
		Left												
34	Tyre pressure	bar	psi	bar	psi	bar	psi	bar	psi	bar	psi	bar	psi	

EATC GROUND OPERATIONS DOCUMENT CATALOGUE

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	Right	
38	Minimum Grouser Length						Left	
39	Minimum Grouser Width				TYPE OF SUSPENSION			
40	Distance between grousers				Articulated	☐	Rigid	☐
41	Centre of Balance (CB) (FRL)						Other	☐
42	Lateral Offset of CG				Total Road Wheels (per side)		R:	L:
43	Track Pad Footprint	cm ² in ²			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 CATALOGUE

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 CATALOGUE



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

Signature:  Insert the signature

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

EATC GROUND OPERATIONS DOCUMENT CATALOGUE



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 CATALOGUE

Chapter 5 Quick reference Cards

A. Unit Load Devices (ULD) markings

ULD TYPES AND EATC OWNER NATIONS													
Nbr	ULD type and classification				User nations and military operator codes						Type variation	Remarks	
	IATA (ULDR)	ATA ^(*)	EATC	Category	Belgium	France	Germany	Netherlands	Spain	Italy			
					BAF	FAF	GAF	NAF	SAF	IAF			
1	AAF	LD26	EC01	Container			V				1		
2	ABJ		EC02						V			1	
3	AKE	LD3, AVE	EC03			V	V	V	V		V		New type (old EC07)
4	AKN	LD3, AVN	EC04			V	V	V	V				
5	AKS	LD3	EC05					V				1	special for meal trollys
6	ALF	LD6	EC06						V			1	
7	AVE	LD3, AKE	EC07					V				1	Old type (new EC03)
8	LUG		EC08			V		V	V			2	
9	RKN		EC09			V			V			1	
10	---		EC10					V				1	Coffin container (front load)
11	---		EC11					V				1	Coffin container (top load)
12	H20		EP01	Pallet				V			1	20ft	
13	PAG	PAJ, P1P	EP03				V			V		1	
14	PAJ	PAG, P1P	EP04					V				1	
15	PBA		EP05			V							
16	PBF		EP06					V				1	
17	PLA	PLB, P9A, P9B	EP07			V	V	V					
18	PLF		EP09					V					
19	PMC	PMA, PQP, P6F	EP10			V	V	V					
20	---		EP11						V		V		Aircargo pallet, LOX
21	NAA		ES01	Cargo net	V								
22	NBA		ES02			V					V		
23	NBC		ES05			V				V	V		HCU15C / EATC code (NBC)
24	NBE		ES06			V				V	V		HCU7E / EATC code (NBE)
25	NLA		ES03			V		V					
26	NME		ES04				V						

(*) AKA (Also known as and present in EATC pool)

(1) AKA (Also known as ~~and~~ present in EATC pool)

EATC OPERATOR AND NATION CODE (ULD)			
SAF	Spanish Air Force	Spain	ESP
BAF	Belgian Air Force	Belgium	BEL
FAF	French Air Force	France	FRA
GAF	German Air Force	Germany	DEU
IAF	Italian Air Force	Italy	ITA
NAF	Netherlands Air Force	Netherlands	NLD

ULD CATEGORY CODE LIST - examples (1st position ULD type code)

A	Certified aircraft container
B	Certified winged aircraft pallet (manufactured after 1 May 2003)
D	Non-certified aircraft container (does not include thermal units)
F	Non certified aircraft pallet net
G	Non certified aircraft pallet net
N	Certified aircraft pallet net
P	Certified aircraft pallet
R	Thermal certified aircraft container

BASE SIZE CODE	BASE DIMENSIONS (2nd position ULD type code)							Note
	mm	=	inch		inch	=	mm	
A	2235	x	3175		88	x	125	
B	2235	x	2743		88	x	108	
E	1346	x	2235		53	x	88	
F	2438	x	2991		96	x	117,75	
G	2438	x	6058		96	x	238,5	
H	2438	x	9125		96	x	359,25	
J	2438	x	12192		96	x	480	
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

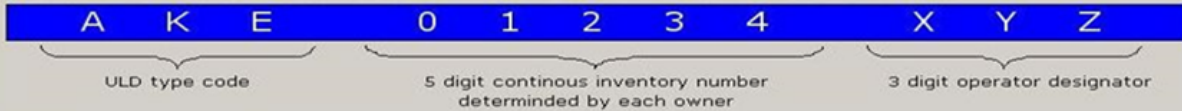
Code list for aircraft units registered on or after 1 October 1984 according specification NAS 3610 (for dimensional data of units registered prior to 1 October 1984 see ULDR).

Note 1) Not presently included in NAS 3610

Note 2) Not otherwise specified

EATC GROUND OPERATIONS DOCUMENT CATALOGUE

A standard and unique ULD identification code consists of 3 parts, each having its own meaning



- 1/3 position: Type of ULD**

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)

- 4/5 position: year of production**

For a ULD (Container or aircraft pallet) build in year 1996, the 4/5 position will read "96" (EATC reference)

- 6/8 position: last 3 digits serial number**

For a ULD (Container or aircraft pallet) with serial 001-12-354TH, the 6/8 position will read "354" (EATC reference)

- 9/11 position: Owner / operator code**

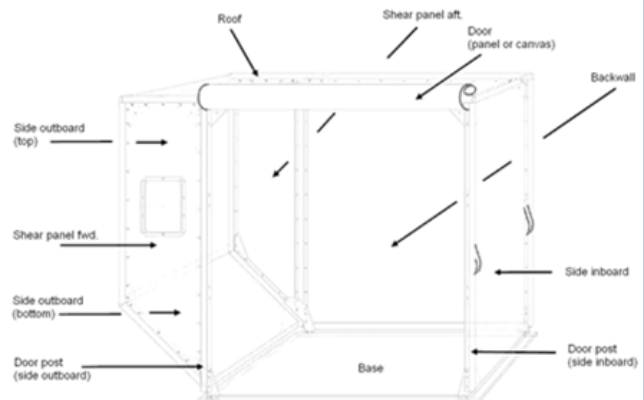
examples: SAF = Spanish Air Force, BAF = Belgian Air Force, FAF = French Air Force, GAF = German Air Force,
IAF = Italian Air Force, NAF = Netherlands Air Force

Note: Identifier code attached to ULD in prescribed format (text) and locations, preferably also in combination with bar-code and/or (NATO standard) RFID tags.

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.

EATC GROUND OPERATIONS DOCUMENT CATALOGUE

B. Divisions and Compatibility Groups Class 1

Divisions		
Hazard Division	Description of division	Example
Division 1.1	Articles and substances having a mass explosion hazard.	
Division 1.2	Articles and substances having a projection hazard but not a mass explosion hazard.	
Division 1.3	Articles and substances having a fire hazard, a minor blast hazard and/or a minor projection hazard but not a mass explosion hazard.	
Division 1.4	Articles and substances presenting no significant hazard.	
Division 1.5	Very insensitive substances having a mass explosion hazard.	
Division 1.6	Extremely insensitive substances having a mass explosion hazard.	

EATC GROUND OPERATIONS DOCUMENT CATALOGUE

Classification Codes Class 1

Description of substances or article to be classified	Compatibility group	Classification code
Primary explosive substance	A	1.1A
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	1.1B 1.2B 1.4B
Propellant explosive substance or other deflagrating explosive substance or article containing such explosive substance	C	1.1C 1.2C 1.3C 1.4C
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	D	1.1D 1.2D 1.4D 1.5D
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)	E	1.1E 1.2E 1.4E
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	F	1.1F 1.2F 1.3F 1.4F
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)	G	1.1G 1.2G 1.3G 1.4G
Article containing both an explosive substance and white phosphorus	H	1.2H 1.3H
Article containing both an explosive substance and flammable liquid or gel	J	1.1J 1.2J 1.3J
Article containing both an explosive substance and a toxic chemical agent	K	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	L	1.1L 1.2L 1.3L
Articles predominantly containing extremely insensitive substances	N	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	S	1.4S

EATC GROUND OPERATIONS DOCUMENT CATALOGUE

C. Compatibility chart for Class 1 items

AMovP-6.6

CG	A	B	C	D	E	F	G	H	J	K	L	N	S
A	✓	S	S	S	S	S	S	S	S	S	⊗	S	S
B	S	✓	S	S	S	S	S	S	S	S	⊗	S	✓
C	S	S	✓	✓	✓	S	⊗	S	S	S	⊗	S	✓
D	S	S	✓	✓	✓	S	⊗	S	S	S	⊗	S	✓
E	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	✓
H	S	S	S	S	S	S	S	✓	S	S	⊗	S	✓
J	S	S	S	S	S	S	S	S	✓	S	⊗	S	✓
K	S	S	S	S	S	S	S	S	S	✓	⊗	S	✓
L	⊗	⊗	⊗	⊗	⊗	⊗	⊗	⊗	⊗	⊗	⊗	⊗	⊗
N	S	S	S	S	S	S	S	S	S	S	⊗	✓	✓
S	S	✓	✓	✓	✓	✓	✓	✓	✓	✓	⊗	✓	✓

- Where ✓ is shown packages are compatible and may be carried without separation;
- Where S is shown packages must be separated by at least 2 m in any direction;
- Where ⊗ is shown
 - if at least one item (within CG C, D, E and G) is a SRD-6.6 DG, the packages must be separated by at least 2 m in any direction;
 - if both items (within CG C, D, E and G) are IATA DG, the packages are compatible and may be carried without separation;
 - 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 DG;
- Where ⊗ is shown packages cannot be transported on the same aircraft.

Notes

1. The separation table only provides details to the ground handler on loading requirements (cargo build-up), once transport has been authorised by operating Nation(s). It does not reflect an automatic clearance where Nations allow transport of these DG on board of their assets. This must be regulated separately by other means and is reflected in a mission order or any other national document.
2. There are no legal reasons why Class 1 cannot be transported with non-dangerous goods. Therefore, generic cargo should be used for separation between Class 1 commodities. However, consideration must be given to the potential risks in contributing to damage (e.g., fragmentation, propagation...) and in clearing DG in the event of an incident. Dunnage and securing materials should be kept to a minimum.
3. Especially during cross loading operations, required separation distances between Class 1 commodities need to be taken into account. Pallet positions may differ between strategic and tactical aircraft (pallet may turn 90° to fit the loading system). Separation of a minimum of 2 m must be respected whenever applicable during cross loading operations.

EATC GROUND OPERATIONS DOCUMENT CATALOGUE

D. Hazard labels classes 2 to 9

Class 2 Gases  Flammable, 2.1  Non-Flammable, 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 60-65°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

EATC GROUND OPERATIONS DOCUMENT CATALOGUE

Class 6 Toxic Substances; Infectious Substances			
			
Toxic Substances, 6.1	Infectious Substances, 6.2		
Class 7 Radioactive Material			
			
Cat I - White	Cat II - Yellow	Cat III - Yellow	Critical Safety Index Label
Class 8 Corrosives			
			
Corrosives, 8			
Class 9 Miscellaneous Dangerous goods & Lithium Batteries			
			
Miscellaneous Dangerous Goods, 9	Lithium Batteries, 9		

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 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 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 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
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EATC GROUND OPERATIONS DOCUMENT CATALOGUE

E. Compatibility chart for DG forbidden by ICAO-TI

AMovP-6.6

Hazard label	1.1 – 1.2 1.3 – 1.4 1.5 – 1.6	1.4S	2.1	2.2	2.3	3	4.1	4.2	4.3	5.1	5.2	6.1	6.2	7 A/B/C	8	9	9A
1.1 – 1.2 1.3 – 1.4 1.5 – 1.6	For compatibility of Class 1 DG, see Table 6.9.3.B		S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
1.4S		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2.1	S	✓	✓	✓	✓	✓	S	✓	✓	S	S	✓	✓	✓	✓	✓	S
2.2	S	✓	✓	✓	✓	✓	S	✓	✓	✓	S	✓	✓	✓	✓	✓	✓
2.3	S	✓	✓	✓	✓	✓	S	✓	✓	✓	S	✓	✓	✓	✓	✓	✓
3	S	✓	✓	✓	✓	✓	S	✓	✓	S	S	✓	✓	✓	✓	✓	S
4.1	S	✓	S	S	S	S	✓	S	S	S	S	S	S	S	S	S	S
4.2	S	✓	✓	✓	✓	✓	S	✓	✓	S	S	✓	✓	✓	✓	✓	S
4.3	S	✓	✓	✓	✓	✓	S	✓	✓	S	S	✓	✓	✓	S	✓	S
5.1	S	✓	S	✓	✓	S	S	S	S	✓	S	✓	✓	✓	S	✓	S
5.2	S	✓	S	S	S	S	S	S	S	S	✓	S	S	S	S	S	S
6.1	S	✓	✓	✓	✓	✓	S	✓	✓	✓	S	✓	✓	✓	☒	✓	✓
6.2	S	✓	✓	✓	✓	✓	S	✓	✓	✓	S	✓	✓	✓	✓	✓	✓
7 A/B/C	S	✓	✓	✓	✓	✓	S	✓	✓	✓	S	✓	✓	✓	✓	✓	✓
8	S	✓	✓	✓	✓	✓	S	✓	S	S	S	☒	✓	✓	☒	✓	✓
9	S	✓	✓	✓	✓	✓	S	✓	✓	✓	S	✓	✓	✓	✓	✓	✓
9A	S	✓	S	✓	✓	S	S	S	S	S	S	✓	✓	✓	✓	✓	✓

Note These rules do not concern packages compliant with ICAO-TI/IATA DGR.

- Where **1.4S** is shown it stands for Class 1 items, Division 4, Compatibility Group S;
- Where **9A** is shown it stands for UN 3090, 3091, 3480 and 3481 (lithium batteries);
- Where **✓** is shown packages are compatible and may be carried without segregation;
- Where **S** is shown packages must be segregated by at least 2 m in any direction;
- Where **☒** is shown the compatibility must be checked on other criteria:
 - For Class 8: check the corrosive compatibilities for acids and bases (see safety data sheet [SDS]) and, if they are not compatible, packages must be segregated by at least 2 m in any direction ;
 - Class 8 shall be segregated by at least 2 m in any direction from:
 - Cyanides or cyanides mixtures (Division 6.1);
 - Division 6.1, PG I, solids and liquids.

EATC GROUND OPERATIONS DOCUMENT CATALOGUE

F. Handling labels



Magnetized Material



DG in Excepted Quantities



Cargo Aircraft Only (CAO)



Limited Quantity Mark



Package Orientation



Lithium Battery Label



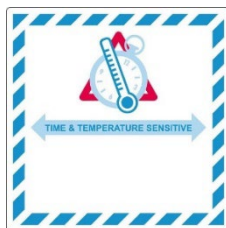
Fragile, handle with care



Cryogenic Liquids, extremely cold



Keep Away from Heat



Time & Temperature Sensitive



Perishable label



Military Aircraft Only (MAO)



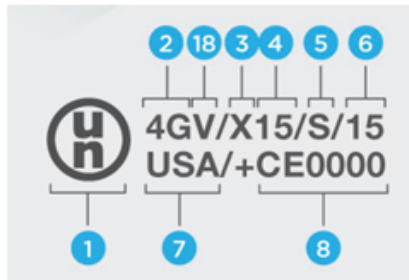
Environmentally Hazardous Substance Mark

EATC GROUND OPERATIONS DOCUMENT CATALOGUE

G. UN packing codes

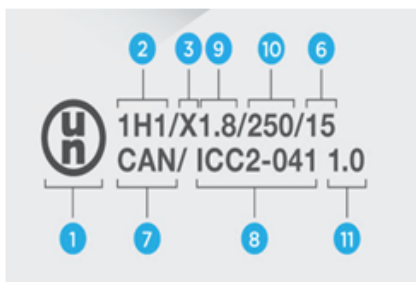
How to read UN packaging Codes

Combination Packaging

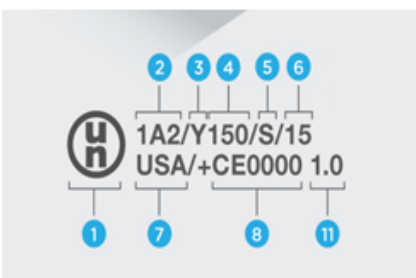


- | | |
|----|---|
| 1 | United Nations Symbol |
| 2 | Packaging Code |
| 3 | Performance level (Packaging Group) |
| 4 | Maximum gross mass (KG) |
| 5 | Approved as single Packaging for solids or as combination packaging |
| 6 | Year of Manufacture |
| 7 | Country of authorization |
| 8 | Manufacturer identification |
| 18 | Supplemental packaging code |

Single and Composite Packaging



- | | |
|----|--|
| 1 | United Nations Symbol |
| 2 | Packaging Code |
| 3 | Performance level (Packaging Group) |
| 4 | Maximum gross mass (KG) |
| 6 | Year of Manufacture |
| 7 | Country of authorization |
| 8 | Manufacturer identification |
| 9 | Maximum specific gravity allowed (Check Regulations) |
| 10 | Hydrostatic test pressure (Kpa) |
| 11 | Minimum thickness (MM) |



- | | |
|----|---|
| 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) |

EATC GROUND OPERATIONS DOCUMENT CATALOGUE

How to read UN packaging Codes

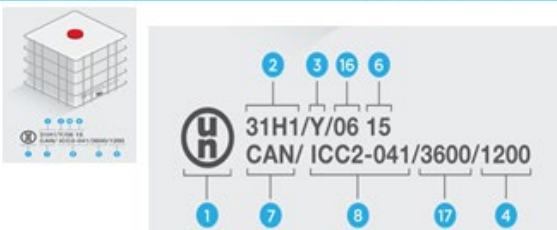
Packaging Identification codes

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

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

2 Subcategory of packing		18 Supplemental packaging code	
Drums:		V Variation Packaging	
1 Non-removable head	5M1-Multiwall	T Salvage packaging	
2 Removable head	5M2-Multiwalled, water resistant		

Intermediate Bulk Containers (IBC)



TYPE	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

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

EATC GROUND OPERATIONS DOCUMENT CATALOGUE

H. 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/cm ²)	kilopascal (kPa)	98,07
Kilopascal (kPa)	Bar	0,01
Kilopascal (kPa)	Kilogram per square centimetre (kg/cm ²)	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 CATALOGUE

Calculation/conversion formulas metrical → English (Imperial)

Surface

.....	m ²	x	10.75	=		ft ² (feet ²)
.....	cm ²	x	0.155	=		in ² (inch ²)

Length

.....	m	x	3.28	=		ft (feet)
.....	cm	x	0.394	=		in (inch)

Weight

.....	kg	x	2.205	=		lb (pound)
-------	----	---	-------	---	-------	------------

Pressure

.....	kg/cm ²	x	14.29	=		psi
.....	bar	x	14.51	=		psi

Volume

.....	Litre	x	0.264	=		Gallon (US)
-------	-------	---	-------	---	-------	-------------

Surface

.....	ft ² (feet ²)	x	0.093	=		m ²
.....	in ² (inch ²)	x	6.45	=		cm ²

Length

.....	ft (feet)	x	0.305	=		m
.....	in (inch)	x	2.54	=		cm

Weight

.....	lb (pound)	x	0.4536	=		kg
-------	------------	---	--------	---	-------	----

Pressure

.....	psi	x	0.07	=		kg/cm ²
.....	psi	x	0.0689	=		bar

Volume

.....	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 CATALOGUE

I. 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

Lithium

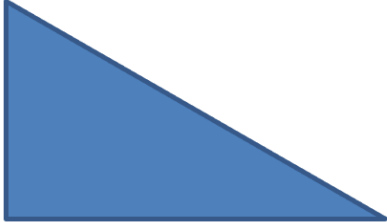
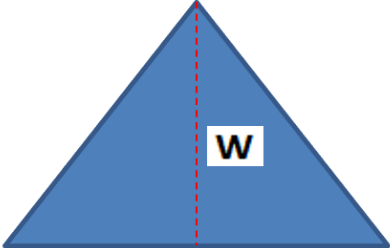
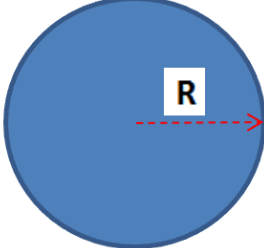
Vehicles

RBI	Fully Regulated Li-ion batteries: Class 9	RVN	Vehicle, battery powered
RBM	Fully Regulated Li-metal batteries: Class 9	RVF	Vehicle, flammable gas/liquid powered
RLI	Li-ion batteries: Class 9, section I	RVH	Vehicle, hybrid
RLM	Li-metal batteries: Class 9, section I	RVO	Vehicle, other

EATC GROUND OPERATIONS DOCUMENT CATALOGUE

J. 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.

 W L $A = L * W$	 W L $A = \frac{L * W}{2}$
 W L $A = \frac{L * W}{2}$	 R $A = R * R * 3,14$
Calculation of vehicle wheel contact surface area:  L Mark Length Tyres  W Mark Width Tyres $A = L * W * 0,785$	

EATC GROUND OPERATIONS DOCUMENT CATALOGUE

K. 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

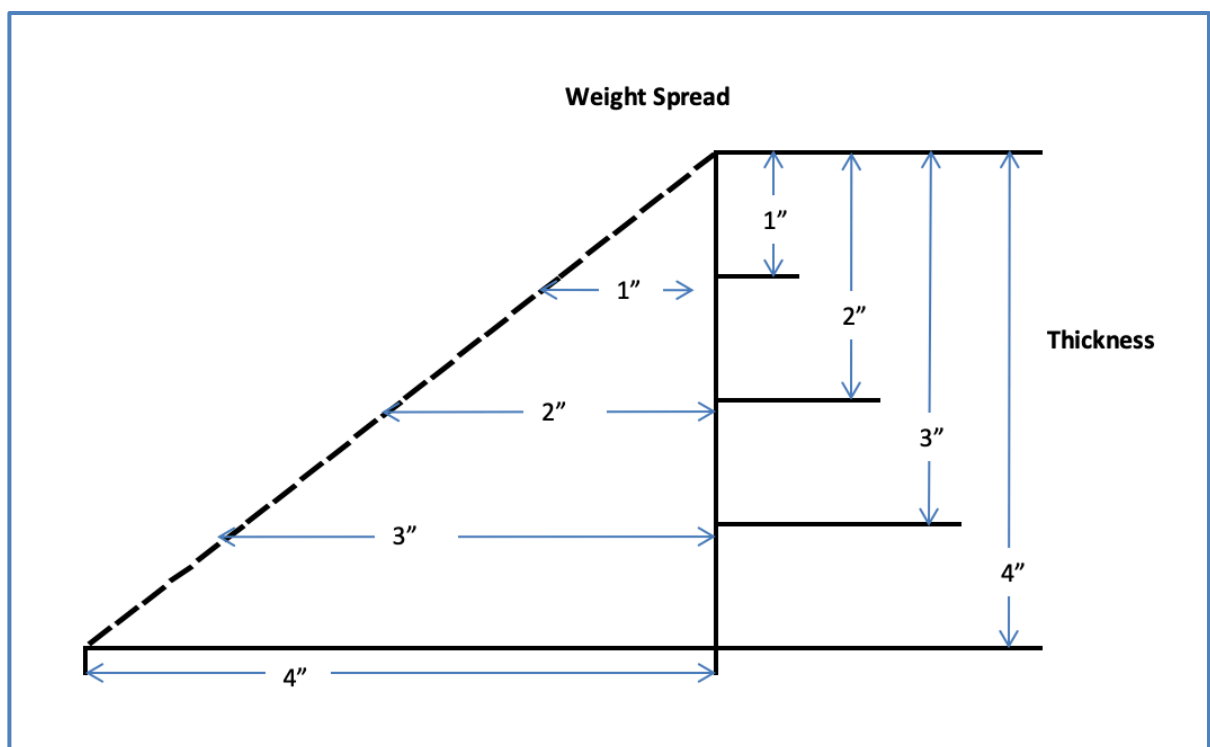
EATC GROUND OPERATIONS DOCUMENT CATALOGUE

L. 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.



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- Handling is a keystone element
in flying a successful mission -

Attachment EATC Operations Manual Subpart H - Handling

