



CARGO TARIFFS
AND
REGULATIONS MANUAL

Section: 0
Edition : 1
Page : 1 / 9
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ADMINISTRATION AND CONTROL

CARGO TARIFFS AND REGULATIONS MANUAL

Approved by: _____

Approval date: ____/____/2008

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ADMINISTRATION AND CONTROL

SECTION 0

ADMINISTRATION AND CONTROL OF CARGO TARIFFS AND REGULATIONS MANUAL

0.0 COMMERCIAL DIRECTION APPROVAL

0.1 RESPONSIBILITY FOR EDITION AND REVISIONS

0.2 GENERAL INDEX

0.3 TABLE OF CONTENTS

0.4 INTRODUCTION

0.5 RECORD OF REVISIONS

ADMINISTRATION AND CONTROL

0.1 RESPONSIBILITY FOR EDITION, REVISIONS AND DISTRIBUTION



RESPONSIBILITY FOR EDITION, REVISIONS AND DISTRIBUTION

This manual, is issued, revised and distributed by the authority of the: Cargo Manager

ISSUED TO: Commercial Direction – DGC

SPECIMEN N.º: 01

ADMINISTRATION AND CONTROL

0.1.1 DISTRIBUTION

SPECIMEN	OWNER	LOCATION	OBS.
01	Commercial General Director	Ponta Delgada	Hardcopy
02	Planning and Control	Ponta Delgada	SharePoint
03	Ground Handling Dpt.	Ponta Delgada	SharePoint
04	Cargo and Mail Dpt.	Ponta Delgada	SharePoint
05	SATA Air Açores	Santa Maria	SharePoint
06	SATA Air Açores	Ponta Delgada	SharePoint
07	SATA Air Açores	Terceira	SharePoint
08	SATA Air Açores	Horta	SharePoint
09	SATA Air Açores	Flores	SharePoint
10	SATA Air Açores	Graciosa	SharePoint
11	SATA Air Açores	S. Jorge	SharePoint
12	SATA Air Açores	Pico	SharePoint
13	SATA Air Açores	Corvo	SharePoint
14	GSA – Lisboa	Lisboa	Internet
15	GSA – Porto	Porto	Internet
16	GSA – Burke's	Boston	Internet
17	GSA – Starlink Int	Toronto	Internet
18	GroundForce	Funchal	Internet
19	Stations Manager Coordinator	Ponta Delgada	SharePoint
20	Station Manager	Funchal	SharePoint
21	Station Manager	Lisboa	SharePoint
22	Station Manager	Porto	SharePoint

Note 1: Distribution of Manuals and revisions by:

Intranet (SharePoint) – Effectiveness begins in the date indicated in the information transmit of the availability in the intranet.

Internet (Sata.pt) – Effectiveness begins in the date indicated in information transmit of the availability in the internet.

E-mail – Short revisions with immediate effectiveness.

Note 2: Date of effectiveness must be the date appearing in the footer and according to the Note 1 above.

Note 3: Post holders, Internet and Intranet holders shall acknowledge the reception of manuals and e-mail revisions to: cargo.reg@sata.pt

Note 4: Records of reception are to be kept by the Cargo and Mail Department.

ADMINISTRATION AND CONTROL

0.2 GENERAL INDEX

SECTION 0 – ADMINISTRATION AND CONTROL

PART 1 – RULES

SECTION 1 – INTRODUCTION

SECTION 2 – SATA INTERNACIONAL INSURANCE POLICY

SECTION 3 – SPECIAL CARGO

PART 2 – RATES

SECTION 1 – RULES AND REGULATIONS

SECTION 2 – DESCRIPTION LIST

SECTION 3 – NOTES

SECTION 4 – DOMESTIC RATES

SECTION 5 – INTERNATIONAL RATES

SECTION 6 – OTHER PRODUCTS

SECTION 7 – MAIL

ANNEX I – MONTREAL CONVENTION (1999)

ANNEX II - WARSAW CONVENTION

ADMINISTRATION AND CONTROL

0.3 TABLE ON CONTENTS

SECTION 0 – ADMINISTRATION AND CONTROL

0.0 COMMERCIAL DIRECTION APPROVAL

0.1 RESPONSIBILITY FOR EDITION AND REVISIONS

0.2 GENERAL INDEX

0.3 TABLE OF CONTENTS

0.4 INTRODUCTION

0.5 RECORD OF REVISIONS

PART 1 – RULES

SECTION 1

1.1 INTRODUCTION

SECTION 2 – SATA INTERNACIONAL INSURANCE POLICY
GENERAL CLAUSES

2.1 REQUEST OF INSURANCE

2.2 COVERAGE

2.3 VALIDITY OF INSURANCE

2.4 INSURED AMOUNT

2.5 MAXIMUM INSURED AMOUNT

2.6 PAYMENT OF INSURANCE PREMIUM

2.7 CURRENCY

2.8 CLAIMS

2.9 SURVEY'S DAMAGES

2.10 CERTIFICATE OF INSURANCE

2.11 ADDITIONAL PREMIUM FOR WAR AND STRIKES

3. GOODS CATEGORIES

4. INSURANCE TABLE

ADMINISTRATION AND CONTROL

SECTION 3 – SPECIAL CARGO

3.1 CHARGES FOR OVERSIZE PIECES

PART 2 – RATES

SECTION 1 – RULES AND REGULATIONS

1.1 GENERAL INFORMATION

1.2 KILOGRAM RATE BASE

1.3 CONSTRUCTION / COMBINATION OF THROUGH RATES

1.4 VALUABLE CARGO

1.5 HUMAN REMAINS

1.6 LIVE ANIMALS

1.7 NEWSPAPER, MAGAZINES, PERIODICALS, BOOKS, CATALOGUES, BRAILLE
EQUIPMENT AND TALKING BOOKS FOR THE BLIND

1.8 DECLARED VALUE FOR CARRIAGE

SECTION 2 – DESCRIPTION LIST

2.1 SYMBOLS

2.2 ITEMS

SECTION 3 – NOTES

SECTION 4 – DOMESTIC RATES

SECTION 5 – INTERNATIONAL RATES

SECTION 6 – OTHER PRODUCTS

SECTION 7 – MAIL

ANNEX I – MONTREAL CONVENTION (1999)

ANNEX II - WARSAW CONVENTION

ADMINISTRATION AND CONTROL

0.4 INTRODUCTION

0.4.1 The CTR contains instructions, regulations and information on subjects related to cargo and mail tariffs and regulations.

0.4.2 The Procedures laid down in this Manual cover Company rules, as well as Resolutions and Recommendations of the IATA (International Air Transport Association) and ICAO (International Civil Aviation Organization).

0.4.3 SATA Internacional utilizes an electronic system for storing documentation and shall provide a back-up of files for documents used directly in the conduct or support of operations.

0.4.4 ADDITIONAL SUPPORT MANUALS:

- AHM – IATA Aircraft Handling Manual
- DGR – IATA Dangerous Goods Regulation
- TACT – IATA The Air Cargo Tariff Manual
- LAR – IATA Live Animals Regulations
- PCR – IATA Perishable Cargo Regulations
- JAR – OPS1
- Quality Manual

When used in the Cargo Tariffs and Regulations Manual the following terms shall have the meaning outlined below:

- "**Shall**" or an action verb in the imperative sense means that the application of a rule or procedure or provision is mandatory. ("Must" is used as an alternative to "Shall").
- "**Should**" and "may" means that the application of a procedure or provision is recommended.
- "I" A vertical bar in front of the line indicates a change in the text.
- "□" Indicates an addition of a new item

ADMINISTRATION AND CONTROL

0.5 RECORD OF REVISIONS

Nr.	Revision Date	Insertion Date	Signature
1	27-06-2008	27-06-2008	PDLFZSP
2	23-12-2008	23-12-2008	PDLFZSP
3	13-01-2009	13-01-2009	PDLFZSP
4	10-02-2009	10-02-2009	PDLFZSP
5	30-09-2010	30-09-2010	PDLFZSP
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Note: If notice any missing number shall contact cargo.reg@sata.pt ; or PDLFNSP