



CARGO TARIFFS
AND
REGULATIONS MANUAL

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0.2 RESPONSIBILITY FOR EDITIONS AND DISTRIBUTION

0.2.1 RESPONSIBILITY FOR EDITIONS



RESPONSABILITY FOR EDITION AND DISTRIBUTION

This manual is edited and distributed by the authority of the: Cargo Manager

EDITED TO: Commercial Direction - DGC

SPECIMEN: 01

SECTION 0 - ADMINISTRATION AND CONTROL

0.2.2 DISTRIBUTION

SPECIMEN	OWNER	LOCATION	OBS.
□1	Chief Commercial Officer	Ponta Delgada	sharepoint
2	Sales Director	Ponta Delgada	sharepoint
3	Ground handling Department	Ponta Delgada	Mysata
4	Cargo and Mail department	Ponta Delgada	Mysata
5	SATA Air Açores	Santa Maria	Mysata
6	SATA Air Açores	Ponta Delgada	Mysata
7	SATA Air Açores	Terceira	Mysata
8	SATA Air Açores	Horta	Mysata
9	SATA Air Açores	Flores	Mysata
10	SATA Air Açores	Graciosa	Mysata
11	SATA Air Açores	S. Jorge	Mysata
12	SATA Air Açores	Pico	Mysata
13	SATA Air Açores	Corvo	Mysata
14	GSA - Lisboa	Lisboa	Internet
15	GSA - Porto	Porto	Internet
16	GSA - ECS Globe Air Cargo	Boston	Internet
17	GSA - Starlink	Toronto	Internet
18	Groundforce	Funchal	Internet
19	Stations Manager Coordinator	Ponta Delgada	Mysata
20	Station Manager	Funchal	Mysata
21	Station Manager	Lisboa	Mysata
□22	Station Manager	Porto	Mysata
□23	GSA - Air Logistics GmbH	Munich	Internet
□24	GSA - CRS Airline's Representatives, S.L.	Barcelona	Internet

Note 1 – Distribution of Manuals and revisions by:

Mysata – Effectiveness begins in the date indicated on the right top of the manual

Internet (Sata.pt) – Effectiveness begins in the date indicated on the right top of the manual

E-mail – short revisions with immediate effectiveness

Note 2 – Post holders, internet and intranet holders shall acknowledge the reception of manuals and e-mail revisions to satacargo@sata.pt

Note 3 – Records of reception are to be kept by Cargo and Mail Department



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ANNEX I – MONTREAL CONVENTION (1999)

ANNEXII – WARSAW CONVENTION

0.5 INTRODUCTION

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

0.5.2 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).

0.5.3 SATA Internacional, S.A. uses 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.

0.5.4 ADDITIONAL SUPPORT MANUALS:

AHM – IATA Aircraft Handling Manual

DGR – IATA Dangerous Goods Regulations Manual

TACT – IATA - The Air Cargo Tariff Manual

LAR – IATA Live Animals Regulations Manual

PCR – IATA Perishable Cargo Regulations Manual

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.

“|” a vertical bar in front of the line indicates a change in the text.

“□” indicates an addition of a new item

SECTION 0 - ADMINISTRATION AND CONTROL**0.6 RECORD OF EDITIONS**

Nr.	Edition Date	Insertion Date	Signature
1	19/04/2007	01/02/2008	PDLFZSP
2	01/02/2014	01/02/2014	PDLFZSP
3			

Note: if notice any missing number shall contact satacargo@sata.pt