NATO STANDARD

ATP-3.3.4.1

TACTICS, TECHNIQUES AND PROCEDURES FOR NATO AIR MOVEMENTS

Edition A Version 1

JANUARY 2018

NORTH ATLANTIC TREATY ORGANIZATION

ALLIED TACTICAL PUBLICATION

Published by the
NATO STANDARDIZATION OFFICE (NSO)

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NORTH ATLANTIC TREATY ORGANIZATION (NATO)

NATO STANDARDIZATION OFFICE (NSO)

NATO LETTER OF PROMULGATION

11 January 2018

1. The enclosed ALLIED TACTICAL PUBLICATION ATP-3.3.4.1, Edition A, Version 1 TACTICS, TECHNIQUES AND PROCEDURES FOR NATO AIR MOVEMENTS, which has been approved by the nations in the Military Committee Air Standardization Branch, is promulgated herewith. The agreement of nations to use this publication is recorded in STANAG 7213.

2. ATP-3.3.4.1, Edition A, Version 1 is effective upon receipt.

3.

4. This publication shall be handled in accordance with C-M(2002)60.

Edvardas MAŽEIKIS
Major General, LTUAF
Director, NATO Standardization Office

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RESERVED FOR NATIONAL LETTER OF PROMULGATION

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RECORD OF RESERVATIONS

CHAPTER	RECORD OF RESERVATION BY NATIONS
Note: The reservations listed on this page include only those that were recorded at time of promulgation and may not be complete. Refer to the NATO Standardization Document Database for the complete list of existing reservations.	

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RECORD OF SPECIFIC RESERVATIONS

[nation]	[detail of reservation]
Note: The reservations listed on this page include only those that were recorded at time of promulgation and may not be complete. Refer to the NATO Standardization Document Database for the complete list of existing reservations.	

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CHAPTER 1 INTRODUCTION

1.1 GENERAL

1. Air Movements provide a military commander with support for the effective use of Air Transport (AT)[1].

2. This publication is to be used in conjunction with the other NATO publications in the library.

a. ATP-3.3.4. Vol I Air Transport Doctrine - introduces the concepts and general principles of AT, addresses the utility of AT, and deals with command and control (C2).

b. ATP-3.3.4.3. TTPs for NATO Air Transport Operations - provides standardizes tactics, techniques and procedures, to be used by individuals, organizations, and nations involved in the transportation of passengers and cargo by air in support of NATO or coalition operations.

c. ATP-3.3.4.4. TTPs for NATO Airborne Operations - provides standardized tactics, techniques and procedures, to be used by individuals, organizations, and nations involved in the airborne operations of personnel and cargo in support of NATO or coalition operations.

1.2 PURPOSE

1. The purpose of this document is to standardise and harmonise the policy, procedures and associated documentation to be used during Air Movements.

2. This document may also serve as a reference for training of national forces.

1.3 SCOPE

1. This publication is intended to ensure that all Air Movement elements, which support forces of another nation or command, are able to do so through the application of the standard procedures outlined herein. It is not intended in any way to restrict the development of additional procedures by national armed forces or NATO Commands.

[1] Also known as "airlift".

2. Air Movements enables the use of AT assets to include Air Terminal Operations, and loading/unloading of aircraft. However, this publication specifically excludes Aeromedical Evacuation (AE) and Airborne Operations. These operations may require Air Movements but are dealt with separately due to their specialised nature.

3. This document should be reviewed every three years (or earlier if required).

1.4 RELATED NATO PUBLICATIONS

Publication	Title
STANAG 3700 AJP-3.3	Allied Joint Doctrine for Air and Space Operations
STANAG 7207 ATP-3.3.4 Vol 1	Air Transport (AT) Doctrine
STANAG 2506 AJP-4.4	Allied Joint Movement and Transportation Doctrine
STANAG 2230 AJP-4.6	Allied Joint Doctrine for the Joint Logistic Support Group
STANAG 7166 ALP-4.3	Air Forces Logistic Doctrine and Procedures
STANAG 3998 ATP-3.3.4.3	Tactics, Techniques and Procedures for NATO Air Transport Operations
STANAG 7214 ATP-3.3.4.4	Tactics, Techniques and Procedures for Airborne Operations
STANAG 2580 ATP-3.13.1	Reception, Staging, Onward Movement (RSOM) Procedures
STANAG 2456 AMovP-03	Movements and Transport Documents; and Glossary of Terms and Definitions
STANAG 2236 AMovP-05	Multimodal Transport Issues
STANAG 4441 AMovP-06	Allied Multi-Modal Transportation of Dangerous Goods Directive

CHAPTER 2
DEFINITIONS, TERMS, ACRONYMS & ABBREVIATION

2.1 INTRODUCTION

This document uses the acronyms listed below. Additional definitions, terms, abbreviations and acronyms may be found throughout the document.

2.2 ACRONYMS AND ABBREVIATIONS

A4	Air Logistics
AC	Aircraft Commander
ACHE	Air Cargo Handling Equipment
ACO	Air Space Control Order
ADP	Automatic Data Processing
AE	Aeromedical Evacuation
AECC	Aeromedical Evacuation Control Centre
AFM	Airplane Flight Manual
ALCC	Airlift Co-ordination Centre
ALCE	Air Lift Co-ordinating Element
ATOC	Air Terminal Operation Centre
AOC	Air Operations Centre
AOD	Air Operations Directive
AOG	Aircraft on Ground
AOR	Area of Responsibility
APOD	Airport of Disembarkation (Debarkation)

APOE	Airport of Embarkation
AT	Air Transport
ATC	Air Traffic Control
ATM	Air Tasking Message
ATO	Air Tasking Order
ATSy	Air Transport Security
BCE	Battlefield Co-ordination Element
C2	Command and Control
C3	Command, Control and Communication
CAOC	Combined Air Operations Centre
CATO	Combined Air Terminal Operations
CCT	Combat Control Team
CJ4	Combined Joint Logistics
DAC	Dangerous Air Cargo
DG	Dangerous Goods
DGR	IATA Dangerous Goods Regulations
DJTF	Deployed Joint Task Force
DOB	Deployed Operating Base
DV	Distinguished Visitor
ERO	Engine Running On / Offload
ETA	Estimated Time of Arrival
ETD	Estimate Time of Departure

FEs	Force Elements
FOB	Forward Operating Base
GLO	Ground Liaison Officer
HQ	Headquarters
IATA	International Air Transport Association
ICAO	International Civil Aviation Organisation
ITAS	Intra Theatre Airlift System
J4	Joint Logistics
JFAC	Joint Forces Air Component
JFACC	Joint Forces Air Component Commander
JLSG	Joint Logistic Support Group
LM	Load Master
LZ	Landing Zone
MHE	Material Handling Equipment
MOVSITREP	Movement Situation Report
MT	Movement Team
NEQ	Net Explosive Quantity
NEW	Net Explosive Weight
OPCON	Operational Control
OPP	Operational Planning Process
PA	Public Announcement
PNR	Passenger Name Record

PPR	Prior Permission Required
QGA	Q code for lost baggage
Qs	Qualifications
RSOM	Reception, Staging, Onward Movement
SITREP	Situation Report
SPOC	Single Point of Contact
TACON	Tactical Control
TDS	Tie-down Schemes
TOA	Transfer of Authority
UEO	Unit Enplanement Officer
ULD	Unit Loading Device
UTC	Universal Time Coordinated
VIP	Very Important Person

CHAPTER 3 COMMAND AND CONTROL

3.1 GENERAL

Air movement and support Command and Control (C2) structures vary depending upon an operational scope, the commander's objectives and command relationships for a particular operation, host nation requirements (if deployed) and even available manpower or national caveats. Not all entities will be established in a limited-scale operation. Generally, co-ordination between NATO and participating nations occurs at the strategic level; validation, mode allocation and prioritisation is a regional responsibility and intra-theatre co-ordination, scheduling, tasking and control occurs at the sub-regional level. This chapter depicts roles, responsibilities and C2 structures of organizations involved with Air Movements.

3.2 AIR MOVEMENT ELEMENTS

Air Movements will be formed, mission tailored, modular and flexible, within an existing C2 organisation. Organisational structures and C2 relationships are detailed in their respective annexes. The following sub elements are stake holders:

1. Combined Air Terminal Operations (CATO) for airside multinational deployed operations, which are under the auspices of NATO.

2. Air Terminal Operation Centre (ATOC): a national/multinational unit at wing level responsible for Air Terminal Ops and the provision of supply and other services to aircraft.

3. Air Transport (AT) Units and User Units involved in Air Movements.

3.3 AIR LIFT CO-ORDINATION CENTRE

An Airlift Co-ordination Centre (ALCC) is established as part of the Air Operations Centre (AOC) to fulfil the responsibility for theatre Air Movements. The ALCC is the single point of contact for the management and co-ordination of all fixed and rotary wing aircraft involved. The ALCC exercises C2 of all NATO AT assets and Air Movement elements under Operational Control (OPCON) or Tactical Control (TACON) of the Joint Forces Air Component Commander (JFACC), and coordinates all national and NATO AT operations within the theatre. Specific tasks include:

1. Plans, tasks, coordinates and controls intra-theatre AT as an integral part of the JFAC AOC.

2. Publishes the Theatre Air Movement Plan / Intra Theatre Airlift System (ITAS) schedule.

3. Ensures the integration of all Air Movements and associated support requirements into the overall air operations plan via the Air Operations Directive (AOD).

3.4 THE ALCC ORGANISATION

1. A generic organisation of the ALCC is depicted as follows:

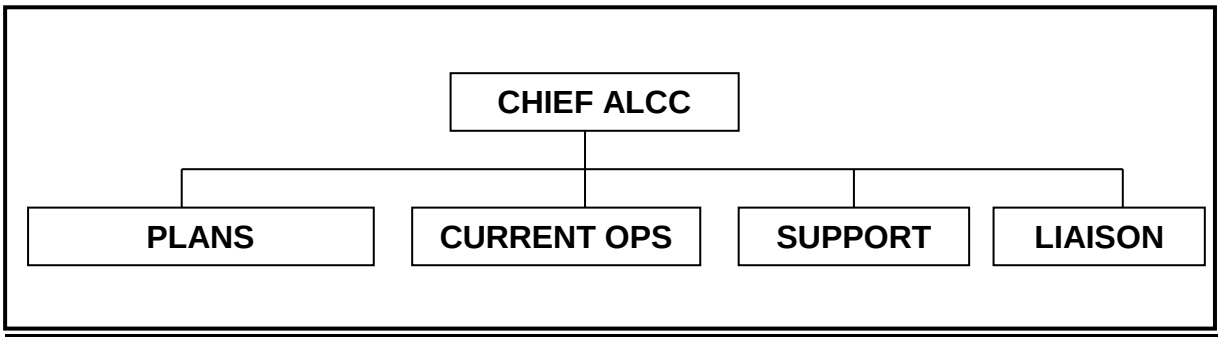

Figure 1 ALCC Organisation

2. ALCC Roles and Responsibilities (based on the structure of the ALCC as a stand-alone element).

a. Chief ALCC

(1) Leads and coordinates the work of the module. Depending on JFACC guidance, the Chief ALCC may report directly to the JFACC or may be subordinate to the AOC Director. The Chief ALCC ensures all functional areas in the ALCC work together to support the AT requirements for the theatre.

(2) Coordinates the work of the cells. The size of the ALCC depends on the Commander's intent, the size/scope operation and the number of nations participating. In 24-hour large multinational AT operation, three or more teams may be required to coordinate the work of the ALCC.

b. **Plans Cell.** The Plans Cell is responsible for all planning of transport aircraft allocated, up to the time of JFAC Air Tasking Order (ATO) / Air Tasking Message (ATM) publication. These tasks include:

(1) Producing the Theatre Air Movement Plan.

(2) All airlift planning, including flight forecasting, and the production of the AT portion of the ATO.

(3) Requesting transport aircraft to fulfil requirements that cannot be filled from resources allocated to the JFAC.

(4) Co-ordinating all transport aircraft tasked by national agencies with operations within the Area of Responsibility (AOR). All countries with intentions to operate aircraft within the AOR should contact this planning cell to ensure co-ordination.

(5) Integrating all airlift missions into the overall operations plan, and providing inputs to the appropriate JFAC ATOs, ATMs, Air Space Control Order (ACO) and locally promulgated co-ordination messages.

(6) Matching airfield capacities and capabilities with the AT flow. Determining aircraft flow control requirements and regulating the flow by allocating slot times of entry into the AOR, at reporting points within the AOR as required, and into/out of all airfields within the AOR.

(7) Determining air space configuration requirements unique to airlift operations, such as mandatory air routes and corridors, co-ordinating those requirements with airspace planners in the JFAC AOC.

(8) Co-ordinating diplomatic country clearances through appropriate national agencies.

c. **Ops Cell**. The Ops Cell is responsible for:

(1) All AT planning for aircraft allocated to the JFAC, for tasks/changes mounted after ATO publication.

(2) Co-ordinating AT tasked by national agencies after ATO publication within the AOR.

(3) Requesting AT to satisfy requirements that cannot be met from resources allocated to the JFAC after ATO publication as directed by Deployed Joint Task Force (DJTF) CJ4 M&T or Joint Logistic Support Group (JLSG) [when established].

(4) Actively monitoring all AT flights within the AOR and co-ordinating as required to manage changes and to ensure mission success.

d. **Support Cell**. The Support Cell is charged with providing administrative, reporting, communications and working accommodation support to the ALCC including:

(1) Producing NATO AT reports (e.g. Movement Situation Report (MOVSITREP)).

(2) Maintaining, operating and training ALCC personnel on all Automatic Data Processing (ADP) systems installed in the ALCC.

(3) Setting up and maintaining the working accommodation for the ALCC.

e. **Liaison Cell**. Depending upon the nature of the operation, various liaison teams will be needed. The following are examples of likely liaison elements:

(1) **A4 Movements and Transportation**. Reviews the planned movements into different airfields to ensure there will be adequate support personnel and equipment. The manager coordinates movements of the Air Lift Co-ordinating Element (ALCE) or ALCC personnel and equipment with national reps / authorities to meet changing requirements.

(2) **Combat Control Team (CCT) Manager.** Works with deployed CCTs to ensure airfield suitability, provide airport traffic control, set up drop/extraction/assault zones and discuss requirements with users in the field. Coordinates movement of personnel and equipment within the theatre as requirements change.

(3) **Battlefield Co-ordination Element (BCE).** LCC liaison teams to keep the JFACC and staff informed of intended ground force actions. It also evaluates the current battlefield situation and provides insight into possible hostile actions.

(4) **Ground Liaison Officer (GLO).** May be needed to coordinate significant troop airdrop or airland missions.

(5) **Loadmaster/Movement specialist.** Provides expertise on how equipment may be loaded on the aircraft for airdrop or airland missions and also provides advices on the carriage of Dangerous Goods (DG).

(6) **Aeromedical Evacuation.** AE specialist(s) should be part of the ALCC to coordinate scheduled and unscheduled flights.

(7) **Intelligence.** Normally provided by the AOC or ISR element. In addition, a liaison officer could be provided.

3.5 COMBINED AIR TERMINAL OPERATION (CATO)

CATO teams will be tasked through wing operations/airfield operations in accordance with ALCC directives and will be deployed to the Airport of Embarkation (APOE), the Airport of Disembarkation (Debarkation) (APOD) and air bases used by NATO to:

1. Provide reception for all AT arriving at their assigned airfield.

2. Coordinate AT parking with airfield authorities.

3. Coordinate on-load / off-load of AT.

4. Provide daily Situation Reports (SITREP) on AT movements and station workload.

5. Coordinate reception / dispatch of troops and/or supplies.

6. Arrange maintenance support, including fuel and Air Cargo Handling Equipment (ACHE)/Material Handling Equipment (MHE).

NOTE: CATO is normally associated with APOD/APOE operations. At smaller bases (e.g. Deployed Operating Base (DOB)/ Forward Operating Base (FOB)) these teams are more commonly referred to as **Ground Handling Teams.**
[For more detailed information about CATO see CHAPTER 5.]

3.6 WINGS/UNITS

Wings and Units are responsible for the following:

1. Coordinate aircraft scheduling with the ALCC.
2. Provide daily SITREP to the ALCC on aircraft/crew status and availability.
3. Provide national supply and services to aircraft resources.
4. Coordinate / provide maintenance support to AT as required.

3.7 INTER-ORGANIZATIONAL LINKAGES

The ALCC needs to coordinate its actions and efforts with DJTF CJ4 M&T or JLSG [when established] for a variety of reasons, though mainly to execute theatre-level logistic air transport support, to synchronize the Reception, Staging, Onward Movement (RSOM) process and to ensure the effective coordination of the ITAS and the Combined Air Terminal Operations (CATO) unit(s).

CHAPTER 4 PREPARATION AND PLANNING

4.1 GENERAL

The planning and preparations in the field of Air Movements is largely dependent upon the OPP and the subsequent planning cycle. This Chapter identifies common procedures and tools for all NATO nations to employ already at the planning stage when participating in MN Air Movements.

4.2 DATA/FORMS FOR PLANNING AIR MOVEMENTS

1. Nations agree to the adoption of standard forms, including minimum data elements, for use in planning Air Movements of troops and equipment in combined airlift operations. The data and forms are detailed in Annex 4-A.

2. The application of the data and forms to rotary wing air transport operations is optional.

3. Samples of additional Air Movements templates to be adapted/used as required are at Appendices 4-A-5 to 4-A-9.

4.3 RESPONSIBILITIES OF AT UNITS AND USER UNITS IN THE LOADING AND UNLOADING OF TRANSPORT AIRCRAFT

1. Responsibilities for the loading and unloading of transport AC need to be allocated at the planning stage.

2. Unless delegated to a CATO or other formation, nations agree that all transport units and users engaged in Air Movements (taking into account the organization of their respective forces), will apply the procedures outlined below:

a. The air transport unit shall be responsible for[2]:

(1) Issuing of information required for the air section of the air movement table.

(2) Preparing the aircraft parking plan and forwarding this information to the user.

[2] See also ATP-3.3.4.4. Chapter 4

(3) Providing all internal aircraft equipment for loading, securing and ejecting cargo.

(4) Providing and operating of, or arranging for materials handling equipment required for aircraft loading and unloading.

(5) Issuing of safety instructions, covering loading and unloading operations, in flight procedures and aerial delivery procedures.

(6) Issuing applicable safety instructions for the packing of dangerous cargo.

(7) Issuing instructions for the loading of cargo to be ejected in flight in accordance with the procedures of the nation providing the aircraft.

(8) Ensuring that the ejection of cargo in flight and jump signals for alerting parachutists are made in accordance with the procedures of the nation providing the aircraft or by other mutual agreement, and that safety procedures will be in accordance with ATP-3.3.4.3.

(9) Supervising the loading and unloading of transport aircraft in air landed operations.

(10) The weight and balance of the aircraft.

(11) Providing a pre-flight briefing for personnel being transported.

(12) Supervising the unloading of personnel and cargo and handing over copies of the manifests to the recipient.

(13) Submitting a mission report.

b. The supported unit(s) shall be responsible for:

(1) Completing the “ground forces” section of the Air Movement Table and the preparation of the Aircraft Loading Table.

(2) Organising and setting-up the marshalling areas or camps.

(3) Providing and operating any material handling equipment organic or peculiar to a particular type of unit which the transport unit cannot provide or arrange for.

(4) Providing sufficient personnel as are requested by the Air Transport Unit for loading and unloading aircraft and the operation of equipment organic to the user.

(5) Preparing cargo for air transport and air drops; marking the weight on each item of cargo; marking the centre of gravity on bulk items and marking dangerous cargo.

(6) Preparing load manifests including, where necessary, a description of dangerous cargo.

(7) Complying with applicable safety instructions as issued by the Air Transport Unit including those relating to the packing, documentation and handling of dangerous cargo.

(8) Moving personnel and cargo to and from the transport aircraft or the designated loading or unloading point under the guidance direction and/or escort of the air transport unit.

c. Ensuring that national jump techniques are used unless varied by mutual agreement and that safety procedures will be in accordance with ATP-3.3.4.4.

d. Signing the load manifests and handing over the required copies to the Air Transport Unit.

e. Conducing anti-jacking inspection of all assigned troops and certify passenger manifests.

f. Providing cargo shoring (dunnage) as required for aircraft loading of unit equipment.

4.4 AIR TRANSPORT CARGO/PASSENGER HANDLING SYSTEMS

4.4.1 Availability of Air Cargo Handling Equipment

Responsibility for ensuring the availability of suitable ACHE (such as transfer loaders, fork lifts, trucks, cranes, etc.), in order to facilitate the offload of an aircraft's payload at each destination, may be covered by several agencies:

1. The Consignor is normally responsible for provision of “special to type” ACHE at the APOE/APOD (e.g. as is the case for large maritime engines).

2. The Controlling Movements Agency (the agency responsible for authorizing cargo to move and allocation of it to a particular flight) is to ensure that arrangements have been made by the consignor to provide the ACHE at the destination. They should also ensure that such equipment is available as part of the destination airfields established ACHE.

3. The Air Movements Organization at Dispatching Airfield should always check that either ACHE is available to handle the consignments at each destination of a flight, or that special arrangements have been made.

4.4.2 Request for Information:

1. Authorized procedures have been established for the planning and preparation of Air Movements and regarding the exchange of information concerning cargo and passenger handling capabilities for transport aircrafts at airfields of participating nations.

2. NATO nations will provide information on request on the capabilities of cargo and passenger handling systems available at each other's main and staging air transport bases. The procedures for making these requests are detailed below.

3. Requests for information should be directed to the subscribing NATO nations, addresses listed at Annex 4-B, and should include the following information:

a. Date of operation.

b. Base to be used.

c. Types of aircraft.

d. Number of aircraft by types.

e. Arrival intervals.

f. Turnaround time required.

g. Details of any cargo or passenger handling equipment that is special to aircraft type.

h. Any other miscellaneous information required (i.e. DG, Very Important Persons (VIP), etc.).

i. Date by which information is required.

4.5 EXCHANGE OF DATA ON LOAD CAPABILITIES OF TRANSPORT AIRCRAFT

4.5.1 Data Exchange Process:

1. The request for and provision of data on load capabilities of transport aircraft will be by means of a standardized format detailed below.

2. During the preparation of an Air Movement there is an essential requirement for planning data on compartment limitations, dimensions and load capabilities of all operational transport aircraft to be readily available to member nations.

3. Nations agree to provide information for the marking of compartment limits and the inclusion of sufficient information in weight and balance hand books to permit the proper loading of aircraft of one nation by qualified personnel of other nations.

4. To achieve this, it is agreed that both planning data as well as balance data shall be made available on request as follows:

a. Three copies of the planning data either specific to each aircraft type or comprehensive covering all aircraft types shall be made available, on a reciprocal basis, to member nations on request.

b. The compartments of transport aircraft shall be marked with the compartment limits.

c. Weight and balance data specific to aircraft types shall be carried in each transport aircraft crew compartment. This will include a means of determining that the centre of gravity is within specified limits (for example, a load adjuster or a supply of trim sheets) will be carried in the transport aircraft.

5. The planning data is to include the following basic information:

a. The weight and dimensional capacities of compartments.

b. Cargo door (doors) limitation chart to include size and location.

Note: To be in form of graph type chart which will enable the determination of the height, length, or width of the piece of cargo, with respect to other dimensions that can be loaded through each loading entrance of the aircraft. Sufficient explanation is to be included with these charts so that it can be interpreted effectively.

c. Floor stress limitations.

d. Weight and stress limitations of the ramp as applicable.

e. Permissible stress on tie-down points.

6. A diagram showing:

a. Plan view of the aircraft interior.

b. Side and elevation views.

c. Location and tie-down points.

d. Seating and litter arrangements.

e. Compartments.

7. Integral MHE and any special ground handling equipment required for loading and unloading.

8. Payload/distance/runway data (may be in form of a chart). The parameters for any specific peacetime operation of a transport aircraft are covered by wind force, altitude, fuel reserves, aircraft structural limitations, runway length, altitude of the aerodromes and atmospheric conditions. These variables make it impossible to provide payload/distance charts or data covering all operating conditions. It is agreed therefore that each nation, when providing payload/distance data will give for each operational transport aircraft under normal conditions, the range and load capacity when carrying a full fuel load, and the range and load capacity when carrying a full cargo payload. Data provided is to indicate the minimum runway length required for take-off and landing under international standard atmospheric conditions at sea level (29.92 inches of mercury and 15 degrees centigrade) and is also to indicate any special operating restrictions imposed on the aircraft by each nation.

4.6 LOAD PLANNING AND SEQUENCING OF LOADS

1. The principles detailed below should be adhered to by all personnel involved in load planning and sequencing of loads. It should be noted that for some nations the responsibility for load planning and sequencing is the responsibility of the aircraft Load Master (LM).

a. When planning loads to support a mission, all route equipment travelling on an aircraft (e.g. a spares pack up for the aircraft itself) must be taken into consideration before a payload allocation figure can be determined.

b. Due to the different configurations and regulations concerning the utilization of national airlift assets, it is very difficult to plan specific aircraft loads unless a specialist representative from the nation providing the airlift is available to assist.

c. Preparation of and documentation for all DG must be in accordance with the applicable regulations (see Chapter 6).

2. The NATO commander of any deployment will dictate the priorities for utilisation of airlift assets. As a general planning guide, and within those priorities set by the NATO commander, priorities for the movement of baggage, cargo, and mail are detailed in Chapter 5.

CHAPTER 4 ANNEX A DATA FORMS

1. Unit Air Deployment Planning Table (see APPENDIX 1)

This table is used by the planning staff of the Air Transported Unit (User) to collate the airlift requirement data required for the Transporting Unit/Formation Airlift Plan. Upon completion, it shall be forwarded to the Commander of the Air Transportation Unit/Formation for use in preparing the applicable AIR MOVEMENT TABLE.

2. Air Movement Table (see APPENDIX 2)

The Air Movement Table is prepared by the Air Transport Unit in consultation with the User Unit and is based on information contained in the Unit Air Deployment Planning Table. The information in the Air Movement Table is included in the Airlift Operation Order. In addition to other relevant air movement data, it prescribes the allocation of aircraft to the units being air transported.

3. Passenger Load Manifest (see APPENDIX 3)

The passenger load manifest is prepared jointly by the Air Transport Unit and The Transported Unit and is a record of the passengers to be transported in each aircraft. A separate form is prepared for each chalk and distributed as required by national regulations and direction provided by the commander.

4. Cargo Load Manifest (see APPENDIX 4)

The cargo load manifest is prepared jointly by the Air Transport Unit and The Transported (User) Unit, and is a record of the cargo to be transported in each aircraft. A separate form is prepared for each chalk and is distributed as required by national regulations and in accordance with direction provided by the commander.

5. Data Format (APPENDIXEs 1 – 4 show the minimum data required)

Additional data that may be required to satisfy national requirements may be included in national promulgated documents. Moreover, Universal Time Coordinated (UTC) shall be used when completing the appendixes.

NOTE: This agreement does not preclude the adoption and use of additional related forms by participating nations.

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CH 4 ANNEX A APPENDIX 1
UNIT AIR DEPLOYMENT PLANNING TABLE
(MINIMUM DATA REQUIRED)

4.A.1.1 GENERAL

1. This Appendix prescribes the minimum planning data required and may be expanded in accordance with national requirements and/or by requirements prescribed by the Air Transporting Unit.

2. See example form below for illustration of the data requirement prescribed in this Appendix.

4.A.1.2 MINIMUM DATA ELEMENTS

1. National forms developed from this Appendix shall make reference to this publication and incorporate the following minimum data elements:

a. OPERATION/EXERCISE NAME AND DATE
Self-explanatory.

b. UNIT AND LOCATION
Name and location of the unit to be transported.

c. DTG READY AT DEPARTURE AIRFIELD
Earliest time the Transported (User) unit personnel and/or cargo could be ready for loading at the departure airfield. Show name of departure airfield and Date/Time Group (DTG) in Universal Time Coordinated (UTC).

d. AIRLIFT (LOAD) REQUIREMENT BY DESTINATION ARRIVAL PRIORITY
The passenger and cargo (including vehicle) required load data is shown in the example form below.

e. SPECIAL INSTRUCTIONS/REMARKS
Include any additional relevant information that could influence preparation of the air movement plan.

f. UNIT CONTACT OFFICER
Show Rank, name, appointment, telephone number and any other relevant information for the contact officer of the unit being transported.

Page of	EXAMPLE UNIT AIR DEPLOYMENT PLANNING TABLE	(REFERENCE: ATP-3.3.4.1)

(1) EXERCISE/OPERATION NAME/DATE (S)

(2) NAME/LOCATION OF UNIT TO BE AIR TRANSPORTED

(3) EARLIEST DATE/TIME AVAILABLE:
(DTG) _____ (UTC) UNIT READY TO

LOAD AT: _____
DEPARTURE AIRFIELD - NAME

(5) SPECIAL INSTRUCTIONS: SHOW ANY ADDITIONAL INFO THAT COULD INFLUENCE AIR MOVEMENT PLANNING AND, IF APPLICABLE, REFER TO LOAD DATA (BELOW) BY ARRIVAL PRIORITY NUMBER & COLUMN HEADING LETTER (S).

(6) REQUESTING NATION:

(4) (UNIT AIR DEPLOYMENT CONTACT OFFICER)
RANK NAME APPOINTMENT PHONE

DESTINATION ARRIVAL PRIORITY	**PERSONNEL**		CARGO											VEHICLES					
			GENERAL CARGO		OUTSIZE CARGO				DANGEROUS CARGO					TYPE	GROSS LOADED WEIGHT LB & KG	DIMENSIONS (In & cm)			
			GROSS WEIGHT LB & KG		DIMENSIONS (IN &CM)			WEIGHT LB & KG	DESCRIPTION/ UN HAZARD CLASSIFICATION							L	W	H	RH
					L	W	H												
	A	**B**	C	D	E	F	G	H	J	K	M	N	P	Q	R	S	T	U	V
1 (1 RCR RECCE PARTY)	**12**	**3180 LB (1442 KG)**	1500 LB (680 KG)	30 CU /FT	N/A	N/A	N/A	N/A	CTG 9mm BLANK CTG 7.62 BLANK CTG 7.62 BLANK LINK, UN NUMBER 0014 UN CLASS 1.45	6LB 2.72 KG	NO	1000 LB 454 KG	12CU/FT 1.34 CU/M	¼ T TRK	3500 LB 1588 KG	139 (353)	61 (155)	74 (188)	57 (145)
														¼ T TRK	1040 LB 472 KG	139 (353)	61 (155)	74 (188)	57 (145)
														¼ T TRK	9100 LB 4128 KG	224 (509)	80 (203)	100 (254)	74 (188)

(1 RCR ADV) NOTES:

1. **SHOW DIMENSIONS IN POUNDS (LB) AND KILOGRAMS (KG).**
2. **SHOW CUBE IN CUBIC FEET (CU/FT) AND CUBIC METERS (CU/M).**
3. **SHOW DIMENSIONS IN INCHES (IN) AND CENTIMETERS (CM).**
4. **IN COLUMN J CLASSIFY DANGEROUS GOODS IN ACCORDANCE WITH THE "UN INTERNATIONAL SYSTEM FOR CLASSIFICATION OF SUBSTANCES" OR IN ACCORDANCE WITH DIRECTIONS ISSUED BY THE AIR TRANSPORT UNIT.**
5. **OUTSIZED CARGO IS THAT WHICH EXCEEDS THE LIMITS DIRECTED BY THE AIR TRANSPORT FORCE OR THAT WHICH EXCEEDS "108 IN (274 CM) X 88 IN (224 CM) PALLET LIMITS AND A MAX HEIGHT OF 96 IN (244 CM).**
6. **FOR VEHICLES: "GROSS LOADED WEIGHT" SHALL BE AS DEFINED BY THE AIR TRANSPORT UNIT: HEIGHT (H) AND REDUCED HEIGHT (RH) SHALL BE INDICATED.**
7. **SHOW APPLICABLE METRIC MEASUREMENTS IN BRACKETS.**
8. **SHOW ABOVE LOAD PLANNING DATA ACCORDING TO DESIRED DESTINATION ARRIVAL PRIORITY (I.E. IN THE EXAMPLE SHOWN ABOVE, THE USER WANTS THE 1 RCR RECCE PARTY ON THE FIRST CHALK).**

Table 1 DEPLOYMENT PLANNING

CH 4 ANNEX A APPENDIX 2
AIR MOVEMENT TABLE (MINIMUM DATA REQUIRED) [3]

1. DEPARTURE AIRFIELD LOCATION

Show geographical location or mutually agreed code name.

2. CHALK NUMBER

Number used by airlift planning staff to identify the complete load for a particular aircraft type and configuration.

3. AIR TRANSPORTING UNIT

Unit tasked to provide the aircraft for the airlift concerned. Show unit name, nationality and contact officer details.

4. PAYLOAD (PASSENGERS/VEHICLES/CARGO/STRETCHERS

The chalk breakdown by cargo weight (in/lbs/kg); and volume (cubic feet/cubic meters); and/or number of passengers and weight; and/or vehicles by specific type, weight and volume; and/or number of stretchers.

5. MODE OF DELIVERY

Air dropped, air landed, free dropped.

6. UNIT TRANSPORTED

Show unit name, nationality and contact officer details.

7. LOADING TIMINGS/DETAILS

Date/time group, when loading is to commence and any special information pertaining to the loading program.

8. STATION TIME

Date/time group by which passengers, cargo and crew shall be on board and ready for flight. The air transporting force will establish this time.

[3] National forms developed from this Appendix shall include a reference to this publication

9. Estimate Time of Departure

Estimate Time of Departure (ETD) for each chalk is entered. This time is computed by the Air Transport Force to ensure arrival over the Airfield/Drop Zone at the scheduled time.

10. DESTINATION

Show geographical location or mutually agreed code name for destination airfield/drop/extraction zone.

11. Estimated Time of Arrival

Estimated Time of Arrival (ETA) at destination is shown for each chalk.

12. REMARKS

This paragraph shall include any information related to a particular chalk (e.g. special handling requirements, dangerous cargo precautions, etc.).

NOTE:
Only those abbreviations agreed by the transporting and the transported force may be used.

CH 4 ANNEX A APPENDIX 3
PASSENGER LOAD MANIFEST (MINIMUM DATA REQUIRED) [4]

1. AIRCRAFT TYPE.

2. CHALK NUMBER.

3. DESTINATION.

4. DEPARTURE SITE.

5. CHALK CDR/SINGLE POINT OF CONTACT (SPOC).

6. RANK.

7. NAME.

8. SERVICE NUMBER.

9. ORGANIZATION.

10. REMARKS (INCLUDE NUMBER OF PASSENGERS, AVERAGE WEIGHT AND TOTAL PLANNED WEIGHT).

NOTE:
A. One complete copy of the load manifest shall remain at the departure site.
B. Entries of rank, name and service number be included on one line of the passenger load manifest.

[4] National forms developed from this Appendix shall include a reference to this publication

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CH 4 ANNEX A APPENDIX 4
CARGO LOAD MANIFEST
(MINIMUM DATA REQUIRED) [5]

1. Aircraft type.

2. Chalk number.

3. Destination.

4. Departure site.

5. Item/pallets.

6. Quantity.

7. Weight in both lbs/kg.

8. Consignee.

9. Remarks as required. Shall include any information necessary for efficient handling of the cargo listed – e.g. dimensions of outsized/oversized loads/DG.

NOTE:
One complete copy of the load manifest must remain at the departure site.

[5] National forms developed from this Appendix shall include a reference to this publication

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CHAPTER 4 ANNEX B
NATIONAL OFFICES POSTAL ADDRESS/
MESSAGE ADDRESS/FAX NO/TEL NO

NOTE:

Annex B will be issued for recording of factual and informative matters, not subject to national ratification. Changes to this annex will be incorporated as editorial changes, when required.

NATION	POSTAL ADDRESS	MESSAGE ADDRESS/ FAX No/TEL No/E-mail
BEL	Belgian Defense Staff COMOPSAIR/A4 Queen Elisabeth barracks Rue d'Evere 1 B-1140 EVERE (Brussels) Belgium	BE PHQ COMOPSAIR TO A4 Fax: +32-2-701.77.40 Tel.: +32-2-701.45.42
BGR	TBN	
CAN	1 Canadian Air Division HQ Attn: A4 Mov PO Box 17000, Stn Forces Winnipeg, MB Canada R3J3Y5	1 CAD HQ WINNIPEG//A4 MOV Fax: 204-833-2708 Tel.: 204-833-2500 Ext: 2163 or 5847
CZE	MOD CZ General Staff SRDS-OS OVzS Vitezne namesti 5 160 01 Prague 6 Czech Republic	Fax: + 420 973 218 216 Tel.: + 420-973 217 964 + 420 973 217 683
DEU	LogZBw Abt VuT, Dez II/3 Anton-Dohm-Weg 59 D-26398 Wilhelmshaven Germany	Fax: +49-4421-47549 Tel.: +49-4421-47640 E-mail: logzbwvut@bundeswehr.org
DNK	Tactical Air Command Koelvraa DK-7470 KARUP J Denmark	TACDEN/RDFEA Fax: +45-9710-1814 (Unclassified)

NATION	POSTAL ADDRESS	MESSAGE ADDRESS/ FAX No/TEL No/E-mail
EST	TBN	
FRA	Etat-Major de l'Armée de l'Air Attn: BUREAU EMPLOI/OPS LOG 24, Bld Victor 00460 ARMEES France	AIR EMPLOI PARIS Fax: +33-14552-1144 Tel.: +33-14552-3195 E-mail: bemp@emaa.air.defense.gouv.fr
GRC	Hellenic Air Force Col N. Haidaroglou Command Branch D2/ A-3 SD/6 ATHENS Greece	Fax: +30-210-6429187 Tel.: +30-210-6591121 E-mail:n_h@otenet.gr a1d.gs@haf.gr
HUN	TBN	
HRV	TBN	
ISL	Regarding ISL Airports refer to POCs published in "*USA DoD Flight Information Publication*"	
ITA	Comando Forze Mobilità e Supporto 1° Ufficio, Piani Operazioni ed Addestramento 301, Via di Centocelle 00175 Roma ROME IT Italy	Fax: +39-06-2400-4505 (Unclassified) Tel.: +39-06-2400-4533 Telex: COMSUPSPEC
LTU	TBN	
LUX	Regarding LUX Airports refer to POCs published in "*USA DoD Flight Information Publication*"	
LVA	TBN	
NLD	Royal Netherlands Air Force Air Transport and Tanker Ops Branch (ALTO) PO Box 8762 4820 BB Breda The Netherlands	Fax: +31 7654 47 182 Tel.: +31 7654 47 194 / 181 E-mail:alto@mindef.nl

NATION	POSTAL ADDRESS	MESSAGE ADDRESS/ FAX No/TEL No/E-mail
NOR	FLO/TKK Gardermoen flystasjan (RNoAF) NO-2060 Gardermoen Norway	Fax: +47-6480-3451 Tel: +47-6480-3453
POL	TBN	
PRT	Stado-Maior Da Forca Aerea Gabinete NATO Av. Leite de Vasconcelos ALFRAGIDE 2700-AMADORA Portugal	RPFRW/MAIORFAP Fax: +351-1-4713683 Tel.: +351-1-4713549
ROU	Romanian Air Force HQ Movement Coordination Section Sos. Bucuresti - Ploiesti Km. 10.5 Sect. 1 Bucuresti ROMANIA	Fax: +40-21-318-5420 Tel.: +40-21-318-5420 IVSN: 925-400-100-3162 E-mail:movement@roaf.ro
SVK	TBN	
SVN	TBN	
ESP	Estado Mayor del Aire División de Operaciones Sección de Operaciones Aéreas Romero Robledo, 8 28008 – Madrid Spain	JEMA/DOP/SEOPA Fax: +34 915 034 113 Tel.: +34 915 032 292
ESP	Jefatura de Movilidad Aérea Sección de Transporte Mefisto, 2 50001 – Zaragoza Spain	JMOVA/TRA Fax: +34 976 225 237 Tel: +34 976 709 210
TUR	HAVA KUVVETLERI KOMUTANLIGI LOJISTIK BASKANLIGI LOJISTIK PLAN VE HIZMETLER DAIRE BASKANLIGI ULASTIRMA SUBE MUDURLUGU 06100 ANKARA	Fax: +90.312.425 07 02 Tel.: +90.312.414 29 29 E-mail:ulastirma@hvkk.tsk.tr

NATION	POSTAL ADDRESS	MESSAGE ADDRESS/ FAX No/TEL No/E-mail
	TURKEY	
GBR	SO2 A4 Ops Movs Resources HQ AIR RAF High Wycombe Buckinghamshire, HP14 4UE United Kingdom	MOD UK (AIR) Fax: +44-0-1494-49-6874 Tel: +44-0-1494-461-6964
USA	HQ USAF/XORD/ISO AIR FORCE PENTAGON WASHINGTON, D.C. 20330-5054 United States	
	HQ USAF/XOFM AF PENTAGON Washington DC 20330-1480 United States	
	HQ AMC/DOXT Scott AFB IL 62225 United States	HQ AMC//DOXT//

PFP-Nations:

NATION	POSTAL ADDRESS	MESSAGE ADDRESS/ FAX No/TEL No/TELEX No
SWE	OPE/FTK (A4) Box 660 75128 Uppsala Sweden	Fax: +46-8-788 9662 Tel.: +46-8-788 9488 Email: aoc-ftk@mil.se

CHAPTER 5 COMBINED AIR TERMINAL OPERATIONS

5.1 INTRODUCTION

10. Air terminals are key nodes in any operation. During operations, air terminals process personnel and cargo in both directions (inbound and outbound). APODs function as hubs that link strategic (inter theatre) legs with the operational (intra theatre) legs, ideally through an ITAS (Hub and Spoke) system. The APOD serves as the primary point of entry for deploying personnel, as well as for early entry forces, that will normally be airlifted into the AO together with their equipment and supplies.

11. Combined Air Terminal Ops (CATO). The operation of a fixed or deployable air terminal installation at an airfield with facilities for loading and unloading aircraft and processing traffic (personnel with their baggage, equipment, cargo and mail) and which is shared and/or operated by either a single nation or combined (CATO) with two or more nations and their allies.

12. The employment of transport aircraft for strategic and tactical movements into and out of a national/multinational Airbase or DOB may require the establishment of an effective and substantial CATO organisation that may be a decisive factor in ensuring the safe and efficient ground handling of such flights.

13. The aim of this chapter is to standardise CATO for airside national/multinational operations, which are under the auspices of NATO/a coalition and in accordance with associated multinational/bi-lateral agreements.

5.2 ORGANISATION AND RESPONSIBILITIES

1. There may be significant differences in scope of responsibilities between nations' air movement organisations, particularly with respect to full load planning, loading and weight and balance preparations. Of critical importance is the need for a closer and co-operative working relationship between aircrew and Air Movements personnel.

2. The CATO organisation, along with the responsibilities of the individual sections, is shown at Annex A. The CATO should be organised into the following five sections, the size of which would depend upon the size and duration of the specific operation or exercise:

a. Movements Plans Section (normally day/extended day operations only)

b. Load Control Section (shift 24 hour operations)

c. Passenger Section (shift 24 hour operations)

d. Cargo Section (shift 24 hour operations)

e. Aircraft Loading and Unloading Teams (shift 24 hour operations)

3. The CATO will be responsible for the following functions:

a. Control of Air Movements at the airbase.

b. Handling of aircraft (loading and unloading of passengers and cargo).

c. Liaison with Movements Co-ordination Cells/Centres.

d. Assist with aero-medical evacuation.

CATO General Procedures and regulations for safety on the aircraft movement area are at Annex B and Annex C respectively Annex D is the form for requesting the air movement of passengers and freight, and Annex E are the procedures for DG.

5.3 C2 RELATIONSHIPS

1. CATO Activation Cell will plan and supervise CATO activities and will decide upon the personnel and equipment requirement, as well as the structure and manning for the CATO based upon this publication. The CATO Activation Cell will issue operational and logistic guidelines, as well as an Operational Plan for deployment of the CATO, taking into account various deployment scenarios with force generation options.

2. The CATO will also ensure that correct coordination, prioritisation and de-confliction in the use of personnel and assets occurs in accordance with the Commander's priorities.

3. When a CATO is deployed and working in a multinational environment, all personnel and equipment allocated to the CATO will, to the maximum extent possible, be integrated into an existing Command and Control Structure. If no such structure is available, it will be established by mutual consultation.

4. The command of the CATO will be exercised for the duration of the operation or exercised by a CATO Chief, appointed by the Partners, through the CATO Activation Cell, by mutual consultation.

5. Transfer of Authority (TOA) of personnel and equipment to the JFC (and thus to the CATO Chief) should take place as soon as possible and in time for the CATO stand-up. This is preferably before the arrival of the personnel and assets into the area of operations. Each Partner will distribute a copy of their TOA to the JFC and/or CATO Chief. Administrative control of personnel will remain with their respective National Representative.

5.4 MANNING AND PROVISION OF ACHE

1. The CATO will be manned and organised dependent upon the nature and size of the exercise/operation and the airflow requirements. For example, current NRF planning requires a CATO to be able to process up to 500 tons of cargo and 1600 passengers in any 24 hour period.

2. In an ideal situation all of the ACHE would be provided by one Role Specialist Nation (RSN). If this is not possible national contributions of personnel and equipment will be determined by the CATO Activation Cell or at the Force Generation and Balancing Conferences. Due regard needs to be taken of the standard of English of the non-native English-speaking personnel.

3. All Partners contributing with Force Elements (FEs) to the CATO will be able to assign personnel to the JLSG [when established], at appropriate levels, based on the size and capabilities of the respective FEs.

5.5 COMMON PROCEDURES AND DOCUMENTATION

Examples of common documentation are listed in:

1. Passenger Manifest [Annex F]

2. Freight Manifest [Annex G]

3. Common Dangerous Air Cargo (DAC) regulations (including carrier's variations) [Chapter 6]

5.6 ADDITIONAL CATO ORDERS AND ANCILLARY EQUIPMENT

1. The CATO will operate under the common CATO Publications developed and agreed by the Partners. Examples are in Annexes A to G.

2. Additionally, and for a CATO to be better interoperable, other areas that need to be standardised can be seen below. The CATO Chief would need to issue orders covering these areas for each operation/exercise. These orders would need to be agreed by both the CATO Activation Cell and the Partners providing FEs to the CATO.

a. Safety on Aircraft Movement Area (based on Annex C).

b. Shift system and levels of manning.

c. Supervision and qualifications of personnel, especially for DAC.

d. Driving of ‘normal’ vehicles and specialist ACHE, including licences.

e. Health and Safety Orders (to include heat stress, inoculations, etc.).

f. Use of common or national documentation.

g. Maintenance of equipment.

h. Local training as required.

i. Air Transport Security (ATSy) procedures.

j. Procedure for the safe handling of DAC (based on Annex E).

k. Provision and use of intrinsically safe Management Radios, including the allocation of frequencies.

l. Provision and use of movements IT.

m. Provision and use of Air Portable Weigh Scales

n. Engine running On/Off-load Procedures.

o. Force Protection measures/responsibilities.

p. Command and signal.

CHAPTER 5 ANNEX A CATO ORGANISATION AND RESPONSIBILITIES

5.A.1 GENERAL

1. The area of responsibility and limitations of the CATO are flexible depending on the operation or exercise constraints, the size of the required task and the physical facilities that are available for use. However, generally the CATO will carry out the following physical functions:

a. Provision of loading and unloading services to transport aircraft and helicopters (if requested). This includes the provision of the appropriate MHE and specialised ACHE including aircraft steps.

b. Provision of passenger handling services for all inbound and outbound transport aircraft and helicopters (if requested). This includes the provision of the required Movement Team (MT), catering services and ATSy services.

c. Provision of cargo, baggage and mail handling services.

d. Provision of all required paperwork and relevant publications.

e. The control of aircraft role equipment such as aircraft pallets, nets and chains.

2. The CATO will supervise, but not be responsible for the following functions, which remain a national or DJTF CJ4 M&T or JLSG [when established] or ALCC responsibility:

a. Airhead clearance (the on-move of passengers and cargo) from the airhead.

b. RSOM of passengers and Cargo in APOD Operations.

c. Operating aircraft ramps and doors, unless specifically authorised by nations/aircraft captains.

d. Producing aircraft weight and balance (trim) sheets, unless specifically authorised by nations/aircraft captains.

e. Producing cargo paperwork.

f. Producing customs paperwork.

3. The CATO will not carry out the following functions:

a. Aircraft marshalling or see-in, including chocks and ground power, unless a team of qualified personnel are attached to the CATO.

b. Aircraft refuelling.

c. Driving of MT-vehicles for passengers and/or aircrews (unless dedicated drivers are assigned to the CATO).

d. Aircrew feeding.

e. Aircraft cleaning.

f. The provision of dunnage and other specialist equipment (e.g. toe-ramps) for any load (responsibility of consignor).

g. Aircraft security such as guarding.

4. The CATO would normally consist of the sections seen below. Actual composition would depend upon the size and duration of the operation/exercise.

a. CATO Chief and Deputy Cdr (as required).

b. Movements Plans Section (Day or shift operations, tempo dependant).

c. Load Control Section (Shift Operations).

d. Passenger Section (Shift Operations).

e. Cargo Section (Shift Operations).

f. Aircraft Loading and Unloading Teams (Shift Operations).

g. ATSy.

Appendix 1: shows a generic CATO Organisation Diagram.

Appendix 2: details the agreed CATO Dispatch Process, along with required Qualifications (Qs) and training standards for personnel.

Appendix 3: details CATO Job Descriptions/Terms of Reference.

5.A.2 BASIC DUTIES OF THE CATO SECTIONS

5 A.2.1 CATO Chief

The CATO will be directed by a CATO Chief whose duties and responsibilities are to:

1. Carry out his duties with full regard to national TOA restrictions.

2. Be responsible for operational reporting to the appropriate chain of command.

3. Be responsible for co-ordinating the combined efforts of the whole CATO on behalf of all CATO Participants.

4. Establish publication based on the NATO approved common SOPs contained in these annexes, covering operations procedures and administrative matters to the extent necessary within national rules and regulations without jeopardising the overall mission efficiency.

5. Monitor the total force contribution in relation to on-going operations and forward his recommendations to the CATO Activation Cell.

6. Forward recommendations to the CATO Activation Cell on which expenditures should be shared.

Whenever the CATO Chief is not present, the Deputy CATO Chief will exercise all tasks, responsibilities and authorities given to CATO Chief.

5 A.2.2 Movements Plans Section

The Movements Plans Section will usually be co-located within Base Air Transport Operations (if formed) or the Airlift Co-ordination Centre (ALCC) (if formed). It will undertake continuity planning for the CATO and interface with all non-CATO units. Certain operational tempo and/or complexity may not require the activation of this particular section. In such an instance the tasks will be carried out by load control.

Movements Plans staff tasks will consist of:

1. In conjunction with Base Ops, liaising with higher-level movements authorities regarding aircraft loads, roles, and capabilities.

2. Advising Base Air Transport Ops/ ALCC on CATO capabilities to ensure that passenger/freight/aircraft handling capabilities are not exceeded.

3. In conjunction with Base AT Ops and/or ALCC planning, co-ordinating and producing, the required AT flying programmes (daily, weekly, monthly).

4. Issuing the AT flying programme to relevant sections as required (e.g. Air Traffic Control (ATC), Base AT Ops, other CATO Sections, Catering Section, MT Section etc.).

5. De-conflicting of AT tasking according to the maximum ground handling capability and Air Terminal capacity.

6. Confirming the availability of suitable ACHE and aircraft steps.

7. Obtaining load details, including special handling requirements (e.g. for explosives) for inbound/outbound AT.

8. Confirming arrival timings at the Air Terminal on the outbound freight/passengers.

9. Confirming availability of suitably qualified personnel (e.g. with appropriate explosives qualifications).

10. Co-ordinating and de-conflicting with other agencies the use of ACHE. ACHE will remain under the control of the CATO as the prime user. Load Plans will be the POC for authorising any requests for use of specific ACHE from other elements.

11. Producing VIP and special status passenger notification and promulgating this information.

12. Give and obtain all necessary information about in/outbound flights (Flying board).

5 A.2.3 Load Control

The Load Control Section will coordinate the work of the duty Air Movements Shift, and will work in close co-ordination with the Movements Plans Section. The Load Control Section will be located either in, or in close proximity to, Base Air Transport Ops/ ALCC.

For outbound flights, Load Control staff tasks will consist of:

1. In the absence of load plans, liaising with higher-level movements authorities regarding aircraft loads, roles, and capabilities.

2. Confirming serviceability of the AT aircraft along with the required specialist role fit of the aircraft (e.g. full passenger, fully palletised, aeromedical role, clear floor etc.).

3. Ensuring inbound AT aircraft are parked in appropriate bays taking into account the outbound load (e.g. full passenger, freight, explosives - actual move of the aircraft would be conducted by technical specialists).

4. Checking and co-ordinating the requirements for, and completion of, catering, refuelling, de-icing and/or maintenance.

5. Overall co-ordination of the movement of vehicles involved in the unload or turnaround, such as aircraft refuelling vehicles, passenger buses and ACHE.

6. Ensuring the technical “see off” teams are aware of loading/departure times.

7. Confirming the aircraft departure times.

8. Liaising with the AT crew.

9. Coordinating the ramp services and monitoring the aircraft loading and advise AT Ops if delays are likely.

10. Carrying out checks of aircraft paperwork and confirming with the aircraft loading team that the final payload figures are in accordance with the load plan, existing Air Movements and DAC regulations. The actual preparation of the correct paperwork is the primary responsibility of the consignor nation.

11. Briefing the aircraft crew and handing over aircraft documentation and manifests.

12. Sending departure and delay messages as required.

13. Liaising with ‘down route’ destination airfields.

14. Compilation of statistics.

For inbound flights, Load Control staff tasks will consist of:

1. Confirming, with AT Ops, the arrival times of flights and composition of payloads (passengers and freight).

2. Ensuring the inbound AT aircraft are parked in appropriate bays taking into account both inbound and outbound loads (e.g. full passenger, freight, explosives).

3. Acquiring the flight documentation, including customs documentation and passenger and freight manifests from the consigner.

4. Sending arrival messages.

5. Liaising with ‘down route’ destination airfields.

6. Compilation of statistics

5 A.2.4 Passenger Section

The Passenger Section will normally work in close cooperation with base Air Transport Security Staffs to ensure that relevant existing security regulations are enforced.

For outbound flights, the Passenger Section tasks will consist of:

1. Liaison with national movements’ representatives/liaison officers regarding the arrival of passengers to the CATO.

2. Conducting passenger arrival/check-in at airhead.

3. Preparing passengers for presentation to aircraft, including checking documentation and briefing as required.

4. Checking in and processing baggage. Security checks will be carried out by ATSy Staffs.

5. Raising passenger manifests, confirming airway bills/customs and DG documentation (if applicable).

6. Processing passengers to the outbound lounge, conducting passport and boarding card checks, and passenger briefings. Security checks will be carried out by ATSy Staffs.

7. Co-ordinating the boarding of passengers and confirming the head count to the aircraft crew.

8. In the event of flight delays, real life support (food, water and accommodation if necessary) to passengers remains a national responsibility, including removing them from the CATO if the delay is protracted, or is likely to impact on CATO operations.

For inbound flights, the Passenger Section tasks will consist of:

1. Liaison with national M&T representatives/liaison officer regarding the dispersal of passengers from the CATO.

2. Ensuring the special handling of any VIP and/or aero-medical patients.

3. Ensuring customs/immigration clearances have been completed. These are carried out by customs staffs or, in their absence, ATSy staff.

4. Delivering arrival briefings to passengers as required.

5. Coordinating the movement of passengers to the inbound lounge(s).

6. Coordinating the unload and immigration clearance of special passengers (VIP/aero-med).

7. In liaison with ATLO/national staffs, ensuring the on-move of units if applicable.

5 A.2.5 Cargo Section

For outbound flights, the Cargo Section tasks' will consist of:

1. Conducting freight arrival and check-in, ensuring any damage is reported.

2. Checking that all freight is prepared and compliant for air movement, including the check weighing of freight and vehicles.

3. Ensuring that the freight is correctly documented and packed.

4. Preparing the freight for presentation to the aircraft.

5. Allocating Unit Loading Devices (ULD) as necessary.

6. Loading freight and baggage to aircraft pallets and restraining them in accordance with current regulations.

7. Raising all the necessary documentation and freight manifests, as well as confirming the correctness of any airway bills, customs and DG documentation (responsibility for rectifying problems with rejected freight/paperwork remains with consignor).

8. Consignment tracking remains a national responsibility.

For inbound flights, the Cargo Section tasks' will consist of:

1. Removing freight from the ULD, ensuring any damage is reported.

2. Receiving inbound documentation from the aircraft unloading team.

3. Facilitating the import of freight with Customs if required.

4. Ensuring that the Airhead Clearance Teams (ACTs) clear all freight from the airhead in good time after arrival.

5. Consignment tracking remains a national responsibility.

6. In liaison with ATLO/national staffs, ensuring the on-move of units freight if applicable.

5 A.2.6 Aircraft Loading and Unloading Teams

For outbound flights, the aircraft loading team tasks' will consist of:

1. Conducting draft aircraft loading plans.

2. Ensuring that the draft loading plan is submitted to Load Control.

3. Confirming the final load plan (for example the use and position of ULDs on aircraft or the flat floor plan of vehicles and equipment, distribution of passengers), and informing Load Control of any changes to the draft plan.

4. Allocation of ACHE.

5. Transporting the ULDs and loose freight and baggage to the aircraft.

6. Loading the aircraft in accordance with the final load plan and mandatory or advisory Tie-down Schemes (TDS) and/or loading instructions and restraint limitations.

7. Ensuring qualified personnel for the use ACHE and the operation of aircraft in-plane systems such as ramps, doors, winches, internal cranes, and power operated roller conveyance systems.

8. Confirming with Load Control that the aircraft has been loaded according with the final aircraft loading plan.

9. Vehicle safety while operating near aircraft (e.g. chocking).

For inbound flights, the aircraft unloading team tasks' will consist of:

1. Meeting the aircraft, confirming unload details with crew and collecting aircraft documentation and manifests.

2. Unloading passengers and freight.

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CH 5 ANNEX A APPENDIX 1 GENERIC CATO ORGANISATION DIAGRAM

A CATO would normally consist of the sections seen below. Actual composition would depend upon the size and duration of the operation/exercise.

1. CATO Chief and Deputy Cdr (as required)
2. Movements Plans Section (Day or shift operations, tempo dependant)
3. Load Control Section (Shift Operations)
4. Passenger Section (Shift Operations)
5. Cargo Section (Shift Operations)
6. Traffic Section/Aircraft Loading and Unloading Teams (Shift Operations)

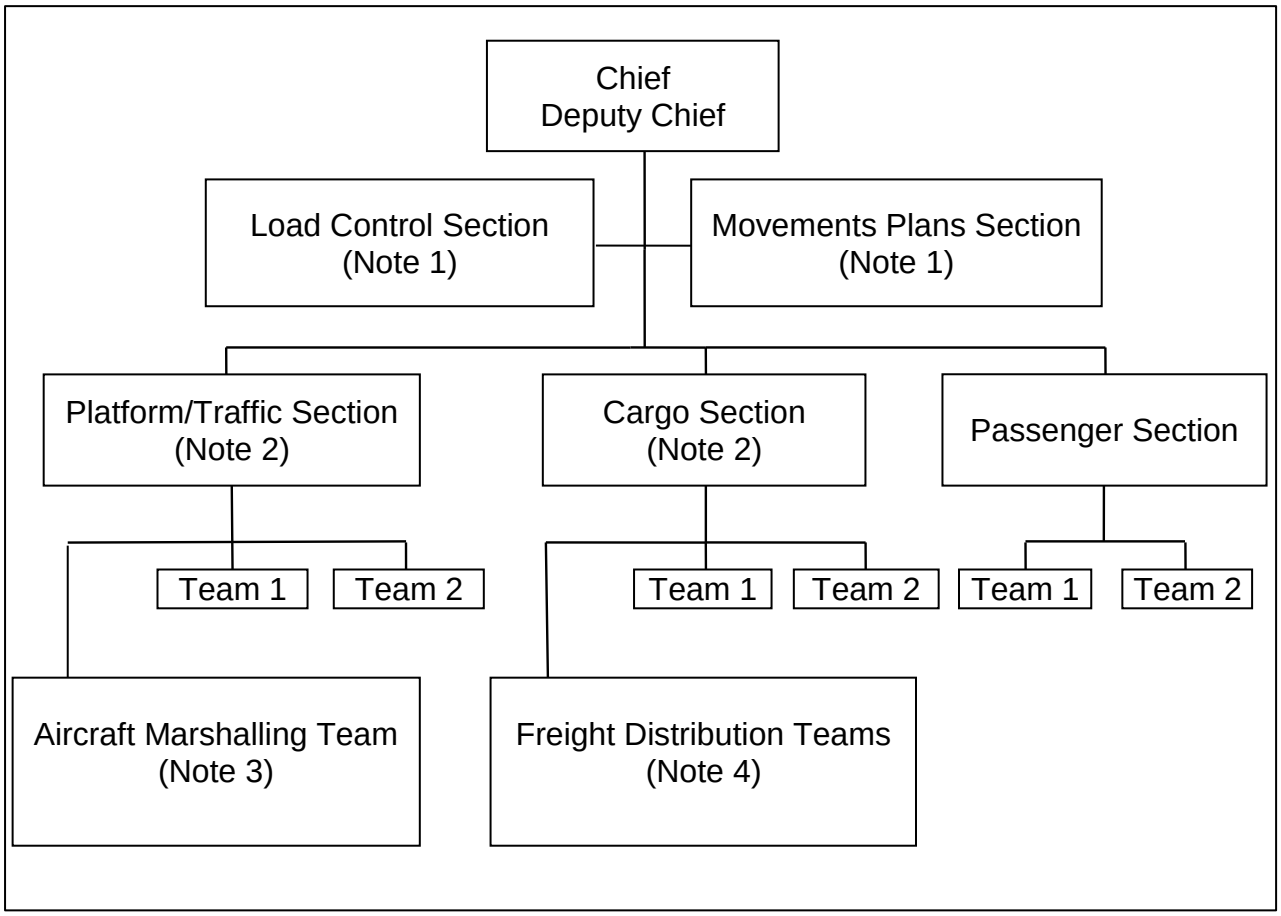

Figure 2 Generic CATO Organisation

Notes:

1. Depending on the size of the CATO and the intensity of operations, the Movements Plans Section may be subsumed into the Load Control Section.

2. Depending on the size of the CATO and the intensity of operations, the Platform/Traffic Section may be subsumed into the Cargo Section.

3. Aircraft see-in (marshalling and chocking) is not the responsibility of the CATO. However, where nations are able, and willing, to offer suitably qualified personnel, the CATO will undertake this responsibility in addition to its movements' work.

4. The clearance of cargo from the CATO is a national, and not an CATO, responsibility. However, Freight Distribution Teams (FDTs) will work under the direct supervision of the Cargo Section. FDTs are to be suitably resourced by the nations, not the CATO, with the necessary MHE and supplemented, as required, by national manpower.

CH 5 ANNEX A APPENDIX 2 CATO DISPATCH PROCESS

Require national training courses against each line entry of this common dispatch processe.g. Personnel who do Line 1 have attended Course A etc.

DISPATCH PROCESS	ACTIONS REQUIRED	SECTION & QUALIFICATIONS FOR PERSONNEL
DEPARTURE REQUIREMENTS - PAYLOAD ALLOCATION & LOAD CLEARANCE		
Book freight, passengers and mail		DJTF CJ4 M&T or JLSG [when established]
Set aircraft itinerary		JFAC/AOC/ALCC
Issue ATO/TRANSOP (aircraft itinerary and load details)		JFAC/AOC/ALCC
Plan and allocate payload to aircraft type	1. Comply with aircraft load limitations 2. Identification of loading limitations specific to that item e.g. remove helicopter rotors 3. Compliance with International Civil Aviation Organisation (ICAO)/ International Air Transport Association (IATA)/National Customs Regulations 4. Physically fits on aircraft 5. Role fit of aircraft	Load Plans Load Plans Load Plans Load plans Load Plans

DISPATCH PROCESS	ACTIONS REQUIRED	SECTION & QUALIFICATIONS FOR PERSONNEL
Consignor units tasked to forward payload to airhead		Consignor
Consignor unit to raise airway bills and dangerous goods notes		Consignor
Develop tie-down schemes/load instructions	Note: Categorised as either mandatory (M) or advisory (A)	Traffic
Confirm availability of suitable ACHE	Note: Transfer loaders for double-pallets	Cargo/Traffic
DEPARTURE REQUIREMENTS - PLANNING, PREPARATION, LOADING AND DISPATCH		
Prepare freight and passengers for presentation to aircraft	1. Conduct trial trim 2. Plan load, producing distribution by destination 3. Allocate air frame to task – confirm serviceability and role fit 4. Move aircraft to appropriate bay – close to Terminal for passenger move, licensed bay if carrying explosives 5. Arrival/check-in at air head 6. Paperwork checks; raise passenger and freight manifests, confirm airway bills/customs and dangerous goods documentation 7. Check freight is prepared and compliant for air movement	Traffic Traffic Load Control Load Control Consignor Cargo/Passenger Cargo

DISPATCH PROCESS	ACTIONS REQUIRED	SECTION & QUALIFICATIONS FOR PERSONNEL
	8. Check requirements for catering/ refuelling/ de-icing and “see off” team and ensure all are aware of loading/ departure times	Load Control
	9. Allocate ULDs (i.e. pallets or baggage bins) to ac and baggage/freight to ULDs	Cargo
	10. Check-in passengers	Passenger
	11. Conduct security checks	ATSy
	12. Process passengers to outbound lounge; conduct passport and boarding card checks & Briefing	Passenger
Load aircraft	1. Confirm load plan	Traffic
	2. Allocate and coordinate ACHE	Traffic
	3. Take freight/baggage to aircraft	Traffic
	4. Load aircraft iaw load plan and mandatory or advisory tie-down schemes/ load instructions	Traffic
	5. Ability to use suitable ACHE	Traffic
	6. Operate in-plane systems; i.e. Ramp, doors, winch as applicable	Load Control/DAir Movements
	7. Coordinate requirements and timely loading of catering/refuelling/de-icing/aero med	Load Control
	8. Confirm slot times	DAir Movements
	9. Liaise with crew	Load Control
	10. Coordinate ramp services/monitor loading and advise Base Ops if delays likely	Load Control

DISPATCH PROCESS	ACTIONS REQUIRED	SECTION & QUALIFICATIONS FOR PERSONNEL
Dispatch aircraft	1. Carry out load check to confirm compliance of payload iaw load plan and air movement/DAC regulations 2. Carry out check of aircraft trim and paperwork 3. Coordinate dispatch activities on aircraft pan, including completion of re-fuel, de-icing, loading of freight, catering, see-off team and aircraft servicing 4. Coordinate boarding of passengers; confirm head count 5. Brief aircrew 6. Send departure messages	Traffic/DAir Movements Load Control/DAir Movements Load Control Passenger DAir Movements Load Control
ARRIVAL REQUIREMENTS - PLANNING, PREPARATION, OFFLOAD AND ON-MOVE		
Prepare for aircraft arrival	1. Identify aircraft type 2. Identify arrival time (planned and actual) 3. Identify resources sufficient for aircraft type 4. Identify load on-board 5. Select aircraft parking bay based on: a. Size of aircraft b. Number of passengers c. Type of passengers (VIP, aeromed, special forces) d. Type of payload (explosives) 6. Prepare passenger lounge(s)	Load Control Load Control Traffic Traffic Traffic/Load Control Passenger

DISPATCH PROCESS	ACTIONS REQUIRED	SECTION & QUALIFICATIONS FOR PERSONNEL
	7. Set up aircraft bay with ACHE (steps, baggage trolleys, ATLAS) 8. Arrange buses/specialist passengers transport (VIP cars, aeromed vehicles) 9. Advise Immigration and Customs as required	Traffic Passenger Traffic/Passenger
Offload Aircraft	1. Meet aircraft LM and ascertain load details 2. Acquire flight paperwork, including customs paper work and passenger/freight manifests 3. Brief offload team 4. Coordinate offload of passengers and freight 5. Coordinate movement of vehicles involved in offload/turnaround, including refuellers, buses, ATLAS etc. 6. Coordinate movement of passengers to Inbound lounge(s) 7. Coordinate offload and immigration clearance of specialist passengers (VIP/aeromed)	Traffic Traffic Traffic Traffic/Passenger Traffic/Passenger Passenger Passenger
On-move	1. Ensure appropriate customs/immigration clearance 2. Ensure arrivals briefings are delivered to passengers 3. Coordinate on-move of units if applicable	Cargo Passenger Airhead Clearance Teams/Cargo

CH 5 ANNEX A APPENDIX 3
JOB DESCRIPTIONS OF KEY PERSONNEL

5.A.3.1 CATO CHIEF

Part 1 - General

Nationality: Any

Service: Any

Rank/Grade: OF3/OF2 dependant on size of task

Part 2 - Duties

Post Context:
The CATO Chief is responsible for the overall coordination and smooth operation of the air transport of personnel and material, including the safe transport of traffic load.

Reports to:ALCC

Main Duties:
Command of assigned personnel of air transport operations at the airbase (APOD/E or Deployment Operating Base), including ITAS.

Handling of aircraft (loading and unloading of passengers and cargo).

Liaison with higher-level Movements Co-ordination Cells/Centres.

Assist with aero-medical evacuation.

Coordination with the appropriate element responsible for RSOM (JLSG [when established], CC, LLN [when established]). Conduct technical training of assigned personnel.

Additional Duties:
Filling the Duty Air Movement Officer role as required.
SSP/VIP/VVIP liaison as required.

Part 3 - Qualifications

Essential:
Professional/Experience: Experienced Air Movements Officer.

Education/Training:
Driver B.

Security Clearance:
NATO SECRET.

Language (Listening, Speaking, Reading, Writing):
Mandatory:English 3332
The normal working language within the organization is English.

Standard ADP Knowledge:
Word Processing: Good
Spreadsheet:Good
Graphics Presentation: Good
Database: Basic

Desirable:

Professional/Experience:

Education/Training:
Language (Listening, Speaking, Reading, Writing):
2 x other CATO nation language (GCSE or equivalent spoken).

Part 4 – Work Environment

Will work mostly in the open air at day and night under all weather conditions.

High noise exposure from aircraft and equipment with running engines and when working close to jet and propeller engines (peak levels of over 92 dB(A)).

Part 5 – Remarks

INTENTIONALLY BLANK

5.A.3.2 CATO DEPUTY CHIEF

Part 1 - General

Nationality: Any

Service: Any

Rank/Grade: OF2/OR9 dependant on size of task

Part 2 - Duties

Post Context:
The Deputy CATO Chief is responsible for assisting the CATO Chief in the overall coordination and smooth operation of the air transport of personnel and material, including the safe transport of traffic load.

Reports to:
CATO Chief

Main Duties:
Command of assigned personnel.

Control of air transport operations at the airbase (APOD/E or Deployment Operating Base), including ITAS.

Handling of aircraft (loading and unloading of passengers and cargo).

Liaison with higher-level Movements Co-ordination Cells/Centres.

Assist with aero-medical evacuation.

Coordination with the appropriate element responsible for RSOM (JLSG [when established], CC, LLN [when established]).

Conduct technical training of assigned personnel.

Additional Duties:
Filling the Duty Air Movement Officer role as required.

SSP/VIP/VVIP liaison as required.

Part 3 - Qualifications

Essential:
Professional/Experience: Experienced Air Movements Officer.

Education/Training:
Driver B.

Security Clearance:
NATO SECRET.

Language (Listening, Speaking, Reading, Writing):
Mandatory:English 3332

The normal working language within the organisation is English.

Standard ADP Knowledge:
Word Processing: Good
Spreadsheet: Good
Graphics Presentation: Good
Database: Basic

Desirable:

Professional:

Education/Training

Language (Listening, Speaking, Reading, Writing):

1 x other CATO nation language (GCSE or equivalent spoken).

Personal:

Part 4 – Work Environment

Will work mostly in the open air at day and night under all weather conditions.

High noise exposure from aircraft and equipment with running engines and when working close to jet and propeller engines (peak levels of over 92 dB(A)).

Part 5 - Remarks

5.A.3.3 SNCO CARGO

Part 1 - General

Nationality: Any
Service: Any
Rank/Grade: OR7/8 dependant on size of task

Part 2 - Duties

Post Context:The SNCO Cargo Section supervises the receipt, dispatch and trans-shipment as well as the transfer of air cargo for follow-on transport.

Reports to:
CATO Chief

Main Duties:
Command of assigned personnel.

Prepares aircraft loads according to priority, destination, weight and volume

Responsible for compliance with pertinent labour legislation, general safety, operational safety, accident prevention and environmental instructions/regulations, especially with regard to the use of materials handling equipment and expedient materials handling equipment.

Responsible for compliance with pertinent legal and military regulations/directives for the delivery, transhipment and transport of goods, as well as for interruptions of transport (intermediate storage), especially with regard to the road and air transport of hazardous and vulnerable goods.

Responsibility for compliance with customs regulations/guidelines as well as the handling of customs clearances with regard to the receipt and dispatch of goods, and cooperate closely with the competent customs authorities.

Supervises the loading/unloading of goods in/out.

Checks incoming and outgoing shipments against documentation to ensure everything is complete and in good condition, especially as regards hazardous material.

Prepares, checks and records the shipment and transport papers.

Requests required transport capacity for follow-on transports by road with the relevant dispatch agency.

Records any damage occurred during transport, initiates inquiries and begins necessary paperwork.

Directs and supervises the preparation of loads for air transport while observing the gauges and material strength factors.

Conducts technical training of air transport personnel.

Responsible for cargo section equipment and stocks.

Additional Duties:
Filling the Duty Air Movement Officer role as required.

Preparing statistics and reports as required.

Part 3 - Qualifications

Essential:

Professional/Experience:
Experienced Air Movements SNCO.

ICAO/IATA DG Qualification Certification.

Authorised for movement of explosives.

Education/Training:
Driver BCE.

FLT/ACHE.

Security Clearance:
NATO SECRET.

Language (Listening, Speaking, Reading, Writing):
Mandatory:English 2221

Desirable:
French

The normal working language within the organisation is English.

Standard ADP Knowledge:
Word Processing: Good

Spreadsheet: Basic

Graphics Presentation: Basic

Database: Basic

Desirable:

Professional:

Personal:

Part 4 – Work Environment

Will work mostly in the open air at day and night under all weather conditions.

High noise exposure from aircraft and equipment with running engines and when working close to jet and propeller engines (peak levels of over 92 dB(A)).

Part 5 – Remarks

5.A.3.4 SNCO LOAD CONTROL

Part 1 - General

Nationality: Any
Service: Any
Rank/Grade: OR7/8 dependant on size of task

Part 2 - Duties

Post Context: The SNCO Load Control is responsible the safe and efficient management of the aircraft handling area and the on and off load of cargo and passengers from air transport aircraft.

Reports to:
CATO Chief

Main Duties:
Command of assigned personnel.

Coordinates with Loadmasters the safe loading and unloading of their respective air transport aircraft for cargo and passengers.

Supervises operation of material handling equipment while observing pertinent general safety, operational safety and accident prevention instructions/regulations.

Responsibility for safety of all personnel, including passengers in transit, on the aircraft handling area.

Assists in the planning and execution of air transport operations.

Liaison with Partners, Shippers and Consignees/ Consignors to ensure the efficient movement of all inbound/outbound cargo.

Liaison with higher level Movements Co-ordination bodies.

Responsible for compliance with pertinent labour legislation, general safety, operational safety, accident prevention and environmental instructions/regulations, especially with regard to the use of materials handling equipment and expedient materials handling equipment.

Prepares all necessary documentation for dispatch of traffic load, i.e. AWBs, Cargo manifests, Loading information, etc.

Conducts technical training of air transport personnel

Additional Duties:
Filling the Duty Air Movement Officer role as required.

Preparing statistics and reports as required.

Part 3 - Qualifications

Essential:

Professional/Experience:
Experienced Air Movements SNCO.

ICAO/IATA DG Qualification Certification.

Authorised for movement of explosives.

Education/Training:
Driver BCE.

FLT/ACHE.

Security Clearance:
NATO SECRET.

Language (Listening, Speaking, Reading, Writing):
Mandatory:English2221

Desirable:French/German

The normal working language within the organisation is English.

Standard ADP Knowledge:
Word Processing: Basic (MS Office)

Spreadsheet: Basic (MS Office)

Graphics Presentation: Basic (MS Office)

Database: Basic (MS Office)

Desirable:

Professional:

Personal:

Part 4 – Work Environment

Will work mostly in the open air at day and night under all weather conditions.

High noise exposure from aircraft and equipment with running engines and when working close to jet and propeller engines (peak levels of over 92 dB(A)).

Part 5 - Remarks

5.A.3.5 CHIEF PASSENGER SECTION

Part 1 General

Nationality	Any
Service	Any
Rank/Grade	OR 7 to OR 9 dependant on size of task

Part 2 Duties

Post context:
The SNCO Passenger Section is responsible for the safe and efficient management of the passenger handling area and the on and off load of passengers from air transport aircraft

Reports to:
CATO Chief

Main Duties:
Command of assigned personnel.

Coordinates with Load Control and or the Loadmaster the safe loading and unloading of their respective air transport aircraft for passengers.

Coordinates with Cargo and Traffic section on the handling from luggage by on and off loading.

Responsibility for safety of all personnel, passengers, including passengers in transit, on the aircraft handling area.

Assists in the planning and execution of air transport operations

Responsible for compliance with pertinent labour legislation, general safety, operational safety, accident prevention and environmental instructions/regulations, especially with regard to the use of passengers handling equipment.

Prepares Passengers manifests.

Conducts technical training of air transport personnel

Additional Duties:
Filling the Duty Air Movement Officer role as required.

Preparing statistics and reports as required.

Part 3 - Qualifications

Essential:

Professional/Experience:
Experienced Air Movements SNCO.

ICAO/IATA DG Qualification Certification.

Education/Training:
Driver B.

FLT/ACHE.

Security Clearance:
NATO SECRET.

Language (Listening, Speaking, Reading, Writing):
Mandatory: English 2221

Desirable: French

The normal working language within the organisation is English.

Standard ADP Knowledge:
Word Processing: Advanced

Spreadsheet: Advanced

Graphics Presentation: Basic

Database: Basic

Desirable:

Professional:
Training on human interest (Conflict managing, Bad news conversation, etc...)

Personal:
Multi Linguistic

Part 4 – Work Environment

Will work partly in the open air at day and night under all weather conditions.

High noise exposure from aircraft and equipment with running engines and when working close to jet and propeller engines (peak levels of over 92 dB(A)).

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5.A.3.6 SNCO TRAFFIC

Part 1 - General

Nationality: Any
Service: Any
Rank/Grade: OR7/8 dependant on size of task

Part 2 - Duties

Post Context:
The SNCO Traffic is responsible the safe and efficient management of the aircraft handling area and the on and off load of cargo and passengers from air transport aircraft.

Reports to:
CATO Chief

Main Duties: Command of assigned personnel.

Coordinates with Loadmasters the safe loading and unloading of their respective air transport aircraft for cargo and passengers.

Supervises operation of material handling equipment while observing pertinent general safety, operational safety and accident prevention instructions/regulations.

Responsibility for safety of all personnel, including passengers in transit, on the aircraft handling area.

Assists in the planning and execution of air transport operations.

Responsible for compliance with pertinent labour legislation, general safety, operational safety, accident prevention and environmental instructions/regulations, especially with regard to the use of materials handling equipment and expedient materials handling equipment.

Prepares all necessary documentation for dispatch of traffic load, i.e. AWBs, Cargo manifests, Loading information, etc.

Conducts technical training of air transport personnel.

Additional Duties: Filling the Duty Air Movement Officer role as required.

Preparing statistics and reports as required.

Part 3 - Qualifications

Essential:

Professional/Experience:

Experienced Air Movements SNCO.

ICAO/IATA DG Qualification Certification.

Authorised for movement of explosives.

Education/Training:
Driver BCE.

FLT/ACHE.

Security Clearance:
NATO SECRET.

Language (Listening, Speaking, Reading, Writing):
Mandatory:English 2221

Desirable:
French

The normal working language within the organisation is English.

Standard ADP Knowledge:
Word Processing: Basic

Spreadsheet: Basic

Graphics Presentation: Basic

Database: Basic

Desirable:

Professional:

Personal:

Part 4 – Work Environment

Will work mostly in the open air at day and night under all weather conditions.

High noise exposure from aircraft and equipment with running engines and when working close to jet and propeller engines (peak levels of over 92 dB (A)).

Part 5 – Remarks

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CHAPTER 5 ANNEX B CATO GENERAL PROCEDURES

5.B.1 GENERAL

1. These CATO General Procedures will ensure that standardised and common operating procedures are used for the safe and efficient handling of air transport aircraft operating at a multinational APOE/APOD.

2. To ensure the effective and proper operation of the CATO as a combined resource, the CATO will work as a Multinational Integrated Logistics Unit (MILU) in accordance with NATO Doctrine's. This will also ensure that correct coordination, prioritisation and de-confliction in the use of personnel and assets occurs in accordance with the DOB Cdr's priorities'.

3. An effective operation of the CATO also requires specific coordination between the higher-level M&T authorities such as CJ4 M&T, JLSG [when established], ALCC and the air transport detachments (including Air Ops).

5.B.2 PROCEDURES AND RESPONSIBILITIES

1. Flow control through the CATO will be critical in large-scale multi-national operations, and will be coordinated and de-conflicted by an AOC/ALCC (when established) or a similar tactical airlift co-ordinating element, unless authority is delegated downwards to the DOB (ALCC or CATO).

2. The AOC/ALCC (when established) is the coordinating and tasking element for ITAS within the AOO in close coordination with DJTF CJ4 M&T or JLSG [when established]. It will work within its Plans Section to plan, coordinate and produce the required air transport flying programmes (daily, weekly, monthly). The Plans Section will issue this programme to the relevant sections as required.

3. If an AOC/ALCC is not present, co-ordination and de-confliction of aircraft flow into and out of the CATO will be undertaken by the tactical airlift co-ordinating element.

4. If neither an AOC/ALCC, nor a tactical airlift co-ordinating element are established, then the ITAS will be tasked by the CATO Plans Section in close coordination with DJTF CJ4 M&T or JLSG [when established], depending on the scale of the operation/exercise.

5. If neither a higher-level M&T authority, nor an ALCC/TALCE is present, co-ordination and de-confliction of aircraft flow into and out of the CATO will be undertaken by the CATO.

5 B.2.1 Aircrew

Aircrew (normally the LM) will be responsible for:

1. Providing all internal aircraft equipment for loading and securing cargo.

2. If the CATO personnel are not authorised to work unsupervised, supervising the loading and unloading of personnel and cargo (the LM is the representative of the aircraft captain in respect of all matters pertaining to the reception, loading and despatching of passengers or cargo to and from the aircraft).

3. Handing over copies of inbound manifests to CATO staff.

4. Transmitting arrival advisory as soon as contact can be established with the destination C2 agency. the following information should be furnished:

   a. Aircraft call sign/Mission number.

   b. ETA.

   c. Maintenance status/Aircraft Serviceability (Go / NoGo).

   d. Distinguished Visitor (DV) / VIP requirements.

   e. Number of passengers to be downloaded and number that is through manifested.

   f. DG and remote parking requirements.

   g. Additional service required.

   h. Number of pallets to be downloaded and number that is manifested.

   i. Passenger and pallet space and weight available for the next mission segment.

   j. Fuel Requirements.

5 B.2.2 Other Agencies requiring CATO Support

Other agencies requiring CATO support at the APOE/APOD will provide a National POC who is to maintain close liaison with the CATO Chief (or his staff) at all times. This POC, or a member of his staff, must speak and understand English.

These POCs are required to and are responsible for the following:

1. Liaising with CATO staff as to the use of APOE/APOD facilities using the CATO Booking Form at Annex D and, if possible, at least 72 hours in advance of the required time.

2. Contacting the CATO staff 24 hours in advance of the aircraft arrival/departure time, to confirm details (e.g. the expected number of passengers/cargo) and any other special requirement needed.

3. Ensuring that the outbound passengers arrive at, and freight is delivered to, the CATO at the agreed time prior to aircraft departure.

4. Ensuring that all freight is prepared and documented for air transportation in accordance with both current regulations and the procedures outlined at B.6.2.

5. Being present during loading and unloading operations.

6. If requested by CATO staff, providing passenger and cargo security at the CATO in accordance with existing security regulations.

7. Transporting their personnel, baggage and cargo to and from the APOE/APOD, including, if requested by and under the supervision of, CATO staff, to and from the aircraft

8. Being responsible for the conduct of their personnel whilst at the CATO.

9. Being responsible for any damage caused during their use of the CATO.

5.B.3 AIR TERMINAL AND AIR TRANSPORT SECURITY (ATSY)

1. Air Movements personnel are responsible for the physical protection and security of all air cargo/mail/baggage that has been accepted for transportation. Air Movements personnel should therefore ensure that all necessary protection is afforded to cargo, mail and baggage to prevent damage to shipment contents by adverse weather conditions and possible loss through misappropriation. Base specialists should be consulted for advice on packaging, preservation and security requirements.

2. [The procedures for the care of cargo requiring controlled temperature conditions are detailed in Annex B.]

3. Although ATSy remains a national responsibility, all CATO personnel will comply with the security regulations and procedures of the nation hosting the CATO or of the coalition in charge of it. A team of security personnel (e.g. military police) should be based at the CATO to provide internal security protection and carry out passenger and baggage security checks. All departing passengers and their hand baggage will be subject to security checks by the security personnel. If passengers arrive at the airport in possession of their hold baggage then this baggage will also be subject to the same checks. ATSy equipment needs to be provided as required. Air movement staff should maintain close liaison with security staff to ensure operation are not affected due to breaches of security.

4. Security checks will, as a minimum, comply with ICAO/IATA regulations. In addition, partners are responsible for all national security procedures in accordance with their own national regulations. Partners will also be permitted to request that additional checks be made, but details of these must be clearly arranged with CATO chief. Partners are responsible for ensuring that their personnel (passengers, drivers and support staff) remain in their assigned area. CATO staff will escort all partner vehicles when moving on the aircraft operating area.

5.B.4 BIO SECURITY[6].

1. The term Bio-Security encompasses a number of disparate but related threats to nations. Bio-Security is defined as prevention of the spread of bacteria, viruses, pests and flora and fauna which adversely affect humans, animals and flora between indigenous regions or between indigenous and non-indigenous regions. General examples are as follow:

a. Transmission of animal diseases some of which are transmissible to humans.

b. Transmission of diseases of plants and trees especially those affecting agricultural crops.

c. Movement of insects and animals which may carry disease, or are otherwise harmful to humans and/or animals or which may cause damage to agricultural crops.

d. Movement of plants from a region where they are endemic to one where they do not exist. Non-endemic plants may have a severe negative impact on a region's ecosystem. Plants may also transmit disease and pests even when a plant species exists in both regions.

e. Movement of food that may transmit many types of human and animal disease.

[6] See also ATP-3.3.4.3. Chapter 3 Annex A

f. Movement of souvenirs and products made from animal skin, bone, feathers and tusks that may carry disease. Although not related to bio security, consider how a violation of the International Convention on the Trade in Exotic Species may affect a particular operation.

g. Movement of maritime species in bilge water and attached to ships' hulls which may transmit disease and/or cause severe negative impact to the marine ecosystem to which it is introduced.

2. Current changes in global meteorological conditions increase the probability of a species being able to establish a breeding presence in regions previously considered unviable to it. Also, the reduction in required time to deploy and recover military forces and increased numbers and locations of deployments has reduced the opportunity for bio-security threats to be negated by quarantine. Therefore, NATO and coalition nations must take all reasonable precautions to ensure bio-security threats are not transported between POEs and PODs by way of their personnel, equipment, supplies, packaging materials or means of transport. Nations participating in operations external to their home nations are requested to follow guidelines as follow:

a. Adhere to national and international civilian legislation unless applicable legislation provides specific exemptions for military transportation operations.

b. In developing bio-security procedures encompassing a specific operation or deployment, procedures should be comprehensive but easy to understand and implement. Optimally procedures for any operation should be standardized between participating nations with a role specialist nation leading bio-security efforts.

c. In cases where bio-security threats are unidentified or not adequately identified in any operation, a "worse case" scenario must be assumed.

d. Exemption from national/international bio-security legislation for obtaining scientific specimens of flora and fauna obtained as part of a military expedition may be requested.

3. Bio-security measures are required to minimize the wide range of threats depend upon: identified threats in countries of departure, destination and transit; movement timeframe; and strength of existing civilian national and international legislation and level of inspection and enforcement infrastructure. Minimum measures which must be taken by each nation to reduce bio security threat are:

a. Remove all mud and organic material (especially manure) from all equipment and vehicles being transported between regions.

b. Prohibit transport of fruit, vegetable, dairy and meat products.

c. Prohibit transport of animal products (skins, feathers, bones, tusks, etc.).

d. Prohibit transport of plants (live plants, flowers, seeds, bulbs, etc.).

e. Prohibit transport of animals without veterinary issued certification of health.

f. Prohibit transport of wood products unless they are certified as having been treated against disease/infestation.

g. Inspect containers prior to loading and unloading for mammals, snakes, and insect infestations. Ensure creatures do not board or disembark and that containers showing signs of insect infestation are fumigated at point of origin and again at POD if required.

h. Fumigate aircraft prior to departure from high risk areas.

i. Purge and rinse bilge tanks prior to departure and ensure ships hulls are clear of pests and fungi.

j. Establish procedures to certify shipments as having followed measures to reduce bio security threats.

4. The World Organization of Animal Health based in Paris (http://www.oie.int) collates and disseminates animal disease information. They identify the most rapidly spreading diseases having the most devastating impact on socio-economic and public health as follow: Foot and Mouth, Swine Vesicular, Lumpy Skin and Newcastle Diseases; Rift Valley, African Swine and Classical Swine Fevers; Vesicular Stomatitis, Rinderpest, Peste des Petits Ruminants, Contagious Bovine Pleuropneumonia and Bluetongue; African Horse Sickness, Highly Pathogenic Avian Influenza and Sheep and Goat Pox.

5.B.5 CATO PROCEDURES

1. The CATO would normally have two main areas: a Passenger Reception Centre (PRC) and a Cargo Reception Centre (CRC). CATO operations will include passenger processing, loading/unloading of aircraft, preparing cargo for air transport and loading/unloading of trucks and other vehicles delivering or receiving airfreight and baggage.

2. CATO personnel must be trained and experienced in the CATO-position at which they are working in accordance with the appropriate national or multinational agreed standard. Additionally personnel should be multi-skilled to a level which allows for movement within the CATO to cover contingencies. This includes training on ACHE and MHE. English will be the spoken and written language within the CATO and all relevant paperwork will be prepared in English. CATO staff will work in teams/shifts consisting of personnel from different nationalities, led by a team/shift supervisor.

3. If required, CATO operations will be available up to 24 hours a day to ensure the safe and efficient ground handling of all transport airlift aircraft. The CATO will process all passengers and cargo, and present them, together with all relevant and necessary documentation to the aircraft operator. Copies will be forward to the ALCC as required.

4. Normally at least one day's notice in advance of the aircraft arrival/departure time is required by the CATO Chief for CATO support, including the delivery of cargo to the CATO. More time will be required for significant flow changes to allow re-force. For routine scheduled flights, the CATO will accept standby loads (passengers and cargo not booked), based on space availability. These remain the responsibility of national representatives at all times. For non-routine and special flights, the CATO will accept standby loads only after approval by the appropriate and operational specific higher authorities.

5 B.5.1 CATO booking procedures

1. Use of the CATO facilities must be coordinated through the CATO Chief to prevent any potential conflict. Users are responsible for completing the CATO Support Request Form (Annex D to the publication) each time CATO support is required, as well as informing the CATO of any need for special equipment or related events.

2. CATO will expect the booking form no later than 72 hours before CATO support is required but more notice may be required depending on the size/nature of the requirement. Urgent, or short notice requests will be considered on a case-by-case basis by the CATO Chief. CATO staff will confirm the reservation within 24 hours of receipt of application. The information must be updated no later than 24 hours prior to the aircraft time of arrival/departure.

3. Users are responsible for ensuring that CATO and Air Ops are informed as soon as possible of any delays or changes to the required CATO support times.

4. For major operations and exercise, CATO flow control and de-confliction will be managed by a higher-level authority such as AOC, ALCC, JLSG.

5.B.6 PASSENGERS HANDLING PROCEDURES

5 B.6.1 General

1. The CATO PRC consists of three main areas: Arrivals, Departures and Check-in, and offers check-in and handling facilities for outbound passengers, and temporary holding/briefing facilities for inbound passengers. It may be required for a satellite PRC node to be set up at another location in order to aid the administration of passenger reporting, manifesting etc. The requirement for this facility will be decided during the CATO scoping process.

2. Passenger handling and AT Security are CATO responsibilities, aided, if required, by the Partner or other agency POCs. All briefings will be given in English, and Partner POC assistance may be required for translation.

3. In order to assist the Partner with following the correct procedures for passenger arrivals and departures a Passenger 'aide memoire' is at Appendix 1. This should be issued to Partner at the earliest opportunity but at the latest with the return of the CATO Support Request Form Confirmation.

5 B.6.2 Passengers Check-In Procedures

1. Departure passengers will be processed through the CATO pre check-in area. This does not apply to VIP using specially designated VIP aircraft.

2. The partner POC is to provide the full list of passenger names, preferably in electronic form, to the CATO check-in staff. Check in times will vary, depending on the size of the load, aircraft type, handling aids, degree of austerity of airhead etc. However, 2 hours prior to departure is the standard default. Partner POCs must also be present during check-in to assist with any queries and to remove and document any weapons and ammunition in accordance with national regulations.

5 B.6.3 Passenger Check-In for departing Flights

Passenger check-in for departing flights will begin two hours before the ETD for each aircraft. This check in includes:

1. **ID-check passenger.** The identification can be any type of picture ID (e.g. Military ID card) as listed in Appendix 1 (list to be drawn up between CATO nations). Failure to produce ID will result in denial of boarding. In these cases, liaison will take place between CATO and national representatives, with the SNCO CATO Passenger Section having the final authority. In addition to the above documents, CATO staff shall confirm that passengers travelling on a civilian international flight are carrying on their person appropriate identification as listed below:

   a. A valid national or NATO ID, the number of which is stated on the accompanying valid NATO Travel Order.

   b. A valid NATO Travel Order.

   c. A valid passport (with visas if required).

   d. International Certificate(s) of Vaccination for travel to/through countries that require such certification as a condition of entry.

2. **Baggage Screening.** Attachment of appropriate baggage labels and the issuing of a serially numbered PRC boarding card and raise appropriate manifests accordingly.

3. **CATO Check-In**. Staff will prepare a passenger load manifest (Annex F) for all flights. At least five copies of the passenger load manifest will be handed to the aircraft LM (sufficient for one copy to remain in the aircraft's paperwork and for one copy to be given at each down route destination). One additional copy of the manifest will be signed by the aircraft LM and returned to CATO staff for their records. Any additional paperwork required by the respective airlifting nation is to be prepared by the respective nation and presented to CATO staff. Escorted passengers should be processed in accordance with national regulations and/or as dictated by the operational or exercise order. Air Movements personnel are responsible for the escorting and control of passengers between the passenger terminal and the aircraft, both for arriving and departing aircraft. At off-line locations, the LM will perform this function.

4. **Baggage Processing**. All passengers should be made aware of and obey the ICAO Technical Instructions (TI) / IATA Dangerous Goods Regulations (DGR) and theatre regulations concerning the carriage of prohibited and restricted items in baggage. Baggage weight and size entitlement shall be in accordance with national regulations and/or as dictated by the operational order. The limits for permissible size and weight of hand baggage may vary with each aircraft type, cabin layout and national regulations. Cabin baggage will normally be restricted to handbags, briefcases, cameras, overcoats and other items that can be reasonably stowed in a location that is capable of restraining it. In exceptional cases, carriage in the cabin of other items may be approved, provided that the safety and comfort of other passengers will not be impaired and the size of the baggage does to prevent proper securing of the item(s). All hold baggage must be screened and the CATO's higher level tasking authority is to ensure that all inbound baggage is segregated by destination. If partners choose to check the baggage prior to the passenger arrival to the airport, the hold baggage is to be delivered separately to the CATO by the partner in advance. CATO check-in staff should mark and tag all passengers' baggage at check-in. In particular, CATO staff should:

a. Provide that each tag is to be made of a durable, water-resistant material with a simple method of attachment to baggage items. They should be designed to separate easily into 2 parts: one to be attached to the baggage item, and the other to be given to the passenger as a form of receipt.
Each tag should be at least 12 cm by 5 cm in size, allowing it to be clearly marked with the following information:

(1) Baggage Portion:

(a) Flight Number.

(b) Date travel begins.

(c) APOD (using the 3 letter IATA or 4 letter ICAO designator).

(d) Baggage tag serial number (identical to the serial number on the passenger's portion).

(2) Passenger Portion:

(a) APOD (using the 3 letter IATA or 4 letter ICAO designator).

(b) Baggage tag serial number (identical to the serial number on the baggage portion).

b. Ensure that passengers attach a permanent identification and address tag to all baggage for easy identification in the case of lost or found baggage (including name, unit address and contact phone number).

c. Attach a destination baggage label to each piece of checked attended baggage and remove all old destination tags. A passenger's baggage should be tagged to the same destination as the passenger's destination.

d. Attach a VIP tag to each piece of VIP baggage along with a destination tag and permanent identification and address tag

e. Control access to baggage tags, secure them when not in use and ensure that access to baggage tags is controlled at all times

f. CATO check-in staff will not accept miscellaneous parcels, packages, envelopes, etc., for further transmission, either by inclusion with aircraft paperwork or passing by hand to aircrew members. All items should be properly approved and documented to provide tracing and receipt capability.

g. If allocated the same 'priority', unaccompanied baggage approved by the CATO load control will take precedence over general air cargo. Normally, unaccompanied baggage will only be carried on international flights and on domestic flights to and from isolated locations.

h. Transiting passengers are not be permitted to amend their manifested destination at in-transit stops unless their baggage can be positively identified by the CATO staff and re-tagged to the new destination within the allotted mission turn-round time.

i. Baggage is to be prepared ready for loading and a total weight provided to the AIRCRAFT LM in good time. All baggage should be loaded and the paperwork completed 30 minutes prior to departure.

j. The carriage of firearms will be in accordance with the regulations of the nation operating the aircraft.

k. On occasions when a passenger's accompanied baggage is lost in transit, or found unclaimed in a movements terminal, CATO personnel must take immediate action to reconcile the baggage with its owner

l. The CATO personnel at the notifying airfield must send a lost / found baggage report to the enplaning airfield and to all enroute stops on the flight itinerary. This lost/found baggage message (signal) is to be in the following format:

(1) FROM Message Originator.

(2) TO List of action addressees.

(3) INFO List of information addressees (if applicable).

(4) NATO SIC "QGA"1.

(5) SUBJECT "Lost Air Baggage"/ "Found Baggage".

(6) CASE/ FILE NO The case or file number for future reference.

(7) NAME The owner's name.

(8) RANK The owner's rank.

(9) FLIGHT The passenger's flight nationality, number, date, and identification itinerary.

(10) BAGGAGE TAG The details of any baggage tags (if any) by nationality NUMBERS and number.

(11) DESCRIPTION A description of the article(s). The latest IATA/ICAO OF ARTICLES Baggage ID Chart and Instructions should be used.

(12) LAST KNOWN The last known location of the baggage/ where baggage was found or flight number it arrived on.

(13) Direct message to movements' organisation at the addresses in letter b.

(14) REMARKS The desired disposition instructions.

m. All action addressees on the lost baggage message must then conduct a search of their facilities and send a baggage response signal as soon as is practicable. The format for this message is as follows:

(1) FROM Message Originator.

(2) TO Originator of lost baggage message.

(3) INFO List of other addressees on lost baggage message.

(4) NATO SIC “QGA”1.

(5) SUBJECT “Baggage Response”.

(6) CASE/ FILE NO The case or file number for future reference.

(7) NAME The owner’s name.

(8) RANK The owner’s rank.

(9) BAGGAGE TAGS The details of any baggage tags (if any) by OF NUMBERS nationality and number.

(10) DESCRIPTION A description of the article(s). The latest ICAO/IATA ARTICLES Baggage ID Chart and Instructions should be used.

(11) FLIGHT The passenger’s flight nationality, number, date and identification itinerary.

(12) RESPONSE NOTAT – Not at this station. ON HAND – On hand at this station. NO CLAIM – Not claimed at this station. CLAIMED THIS STATION – claimed at this station.

(13) REMARKS Dispatch details (if applicable).

(14) When disposition of passenger baggage to its rightful owner cannot be accomplished, ultimate disposition will be effected in accordance with the national regulations of the organisation holding the baggage.

5 B.6.4 Passengers Departure Procedures

1. The departure lounge is to be used by all departure passengers. This does not apply to VIP using specially designated VIP aircraft. Personnel must remain inside the departure lounge until boarding time. This designated area will not to be accessible to other personnel other than the passengers and CATO staff. No passenger will be permitted to leave this departure area unless escorted by CATO or authorised partner staff.

2. The boarding of passengers shall be commenced early enough to secure an on-time departure. However, unnecessary early boarding shall be avoided when possible. Before boarding is announced, it must be verified with the respective aircraft LM that the aircraft is ready for boarding. CATO staff shall establish boarding deadlines based upon local conditions such as distance to aircraft, the type of aircraft, terminal layout etc. CATO Passenger Staff will also brief passengers on all H&S aspects (e.g. mobile phones, headdress etc.) National regulations may also provide estimated times for check-in and boarding.

3. After being authorized by CATO staff, partner staff may escort their personnel from PRC departure lounge to the aircraft, under supervision of CATO staff. Passenger routes shall be clear of oil, ice, snow and other hazards and shall be selected in such a way as to prevent damages and accidents.

4. On departure from the PRC, boarding cards are to be checked and collected by CATO staff to ensure that the correct passengers are proceeding to the aircraft. On arrival at the aircraft the CATO staff will confirm to the aircraft LM that all passengers are present.

5. The aircraft LM will be present at the aircraft when passengers are delivered to the aircraft for loading and will supervise loading operations.

6. CATO staffs, in conjunction with aircraft LM, are responsible for flight safety, and have to ensure that passengers and escorting personnel adhere to their instructions at all time when around aircrafts and operating area.

7. The aircraft LM is the representative of the aircraft captain relative to matters pertaining to the reception, loading and despatch of passengers from aircraft.

8. Late Reporting. Notwithstanding the reporting times, a duty passenger who arrives after shut-out time shall be boarded at the discretion of the CATO chief/deputy chief provided that the seat has not been re-allocated to another passenger and that it is practicable to board them. When a passenger who has been unavoidably detained contacts the CATO section requesting that their seat be held for a few minutes past shut-out time, CATO personnel staff shall hold the seat open as long as it is reasonably practicable before the flight is closed.

9. Passengers will not be boarded after aircraft start-up has been initiated, although the CATO passenger supervisor may exceptionally ask the aircraft LM to accept a passenger boarding after start-up has been initiated provided the passenger is willing to board and proceed with hand luggage only. Late arrival of duty passenger or late return of a passenger already checked in is not normally considered sufficient cause to interrupt start procedures. For wide-bodied aircraft, hold baggage shall not be carried in the cabin nor engines shut down to load baggage (such baggage may follow on the next flight). In this case, the passenger may be boarded when engines that are opposite to the boarding side are running.

10. Where passengers have booked-in but then fail to answer the final boarding call, if their baggage has been loaded to the flight, that baggage must be identified and offloaded prior to aircraft departure. For the purpose of boarding late arrivals, the aircraft shall be considered to have departed when it commences to move under its own power.

5 B.6.5 Passengers Arrival Procedures

1. Personnel collecting/meeting passengers are not permitted to enter the aircraft operating area.

2. Partner or other agencies POCs must notify the CATO staff, or satellite prc node if present, of any relevant information concerning arrival passengers.

3. After being authorized and under CATO passenger staff supervision, partner staff will escort their passengers from the aircraft operating area to the PRC arrivals lounge. Baggage will be delivered to the arrivals lounge. It is not to be claimed at the aircraft. This does not apply to VIP using specially designated VIP aircraft. Passengers may go directly onto partner vehicles if they do not intend to claim their baggage at the PRC.

4. Partners are to ensure that all baggage is collected and removed from the CATO within 2 hours after the arrival of any aircraft. They are responsible for arranging on-move of baggage. Similarly, arriving passengers should be collected by partners from the CATO within 1 hour after the arrival of the aircraft.

5. Civil passengers may have to be processed through civil customs and immigration. If required, CATO staff will liaise with the partner POCs to ensure that these passengers are transferred to the civil terminal for processing. Partners remain responsible for identifying these passengers to the CATO staff and for providing suitable transport between the PRC and the civil terminal.

6. Procedures on tracing air-transported baggage and missing air-transported cargo are to be adhered accordingly NATO publications.

5 B.6.6 VIP flights

1. The CATO Chief will brief all relevant personnel on any VIP procedures and requirements, including any relevant Force Protection issues.Unless different procedures are requested, the following shall apply:

   a. Attach a VIP tag to each piece of VIP baggage along with a destination tag and permanent identification and address tag.

   b. Load VIP baggage separately in the aircraft.

   c. Board the VIP once all other passengers are seated.

   d. Inform the aircraft LM to receive the VIP in accordance with national regulations.

5 B.6.7 Aeromedical Evacuation (AE)

All Aeromedical Evacuation (AE) - compassionate/PUE/PUS - are to be coordinated through the appropriate Aeromedical Evacuation Coordination Centre (AECC) within the JFAC, AOC, ALCC (when established) or the equivalent tactical air transport coordinating element. CATO is to assist as directed by higher level tasking authority and may have to request provision of specialist loading or unloading equipment. For further information regarding Aeromedical Evacuation see STANAG 3204 AAMedP-1.1.

5 B.6.8 Procedures for the Refusal of Embarkation

1. The decision to refuse passage to a passenger is a serious decision that may result in a legal action and can be taken only by one of the OC ALCC, CATO Chief, Deputy CATO Chief, Duty Air Movements Officer (DAir Movements (or equivalent)) or the Aircraft Captain. Where CATO staff deny boarding, close liaison with the relevant national representatives must occur. In all cases, the DAir Movements has authority over the national representative in this matter.

2. The Aircraft Captain has the statutory authority to refuse entry to his aircraft of anyone whose presence in flight could represent a hazard to the safety of the aircraft or its occupants. Such persons could include those suffering from any form of mental or physical illness that could put the remaining passengers at risk.

3. In case of known or declared illnesses, arrangements may be made for such personnel to be carried if prior medical approval has been given, and qualified nursing personnel accompany the patient(s).

4. Refusal of passage should be made as privately as possible and the passenger, or those associated with him, be advised of the decision discretely and tactfully. The Captain or the supervisory person taking such action shall report refusal of passage in writing. CATO personnel observing that a passenger shows visible signs of being under the influence of alcohol or drugs must advise their supervisor immediately.

5 B.6.9 Aircraft delay procedures

In the event of outbound flight delays, real life support (feeding, watering and accommodation if required) to passengers remains a national responsibility, including removing them from the CATO if the delay is protracted, or is likely to impact on CATO operations.

5.B.7 CARGO HANDLING PROCEDURES

5 B.7.1 Cargo Transportation Priorities

1. The following list of cargo priorities applies to all CATO operations:

1	**Immediate Operational Requirement (IOR)/Aircraft on Ground (AOG) spares (spares required to make an unserviceable aircraft fully capable for an imminent mission)**
2	**Passenger baggage within personal allowance and government official courier service material**
3	**Post and official defence correspondence**
4	**Personal mail**
5	**Urgently required freight/cargo**
6	**Excess baggage**
7	**All other authorized freight/cargo**

Table 2 CATO Cargo Transportation Priorities

2. Partners should aggregate cargo by destination and priority to ensure that the principles of air shipment by precedence are adhered to.

3. During an operation or exercise where large Air Movements units of air cargo will require onward movement from the airhead to the final destinations, it is often prudent to establish Airhead Clearance Teams to supplement air cargo section personnel. Such teams would normally be drawn from joint service logistic/supply personnel in order to ensure that high priority freight is identified and moved forward to its final destination without delay. The responsibilities of the Airhead Clearance Teams would include:

a. Tracking the arrival of high priority freight.

b. Tracking of all other freight in accordance with its priority.

c. Ensuring that consignees are informed of the arrival of their freight.

d. Ensuring the timely onward movement of all consignments to their final destination.

e. Tracing of consignments that have failed to arrive at the destination airfield by the required delivery date.

5 B.7.2 Cargo Preparation

1. The proper preparation of material for air transportation is essential and specific measures in terms of cleaning, preserving, packaging and marking must be taken so that materiel can be loaded safely. Equipment and stores cannot be taken directly from a unit and loaded aboard an aircraft. All cargo, mail and baggage must be delivered to the CATO in sufficient time to ensure correct preparation and on-time departures.

2. All cargo is to packed and prepared in accordance with current international civil and national military regulations, and supported by the appropriate paperwork. As the CATO will be working on a multinational basis, national representatives are responsible for ensuring that this is carried out. Paperwork and airway bills are to be signed by suitably ‘authorized’ personnel. Whilst CATO staffs are responsible for accepting and checking the cargo and paperwork, it is a national responsibility to prepare and pack all the cargo.

3. To reduce documentation, simplify control and handling of shipments and add protection from damage and loss, all cargo should be consolidated into shipments by final destination either in containers or pallets, except for the following items (for which Partners are responsible):

a. Target-dated (life e.g. perishable food) material with non-target-dated material.

b. Cargo with accompanied baggage.

c. Normal cargo with DG, except for operations where directives will be issued.

d. Classified material with unclassified material.

e. Perishables with non-perishables items.

4. All baggage and cargo offered for airlift will be weighed and marked accordingly. The weight of the cargo will be marked on the cargo manifest and on the pallet/piece of cargo in kilograms (kg) and pounds (lbs). Cargo and baggage that has not been weighed will not be offered for airlift. CATO staff will conduct spot checks on the weight to validate the information shown on the Waybill. All pieces of cargo/pallets will be marked with the following information:

a. Shipper/Consignor (Sender)

b. Consignee (Receiver)

c. Weight

d. Cargo manifest number

e. DG labelling (if required)

5. Consignors are responsible for the packaging of their shipments in accordance with appropriate DG packaging instructions. CATO staff will refuse to accept incorrectly packed items; they will not repack them.

6. Cargo that needs to be palletised will be prepared on Standard NATO 463L pallets in accordance with CHAPTER 7.2. ANNEX A. Nations that have not ratified STANAG 7213, or apply additional national requirements, are solely responsible for ensuring their safety standards are met and carry the necessary pallets and restraints on board their respective aircraft. On request by the operator of the aircraft, CATO personnel will use the national-provided pallets and restraint equipment if these are provided 24 hours in advance. CATO staff must to be informed 24 hours in advance of this requirement to keep ground times to a minimum. Should this not occur, then extended aircraft turn-around times may be the result.

7. Cargo will be excluded from carriage:

a. When it is not properly packed.

b. When it may damage or contaminate the aircraft or other load.

c. When special handling instructions cannot be observed.

8. CATO staff is responsible for the physical protection and security of all air cargo/mail/baggage that has been accepted for transportation. They should therefore ensure that all necessary protection is afforded to cargo, mail and baggage to prevent damage to shipment contents by adverse weather conditions and possible loss through misappropriation.

5 B.7.3 Cargo Loading/Unloading

1. The CATO will be responsible for providing and operating MHE and ACHE required for aircraft loading and unloading, and for the loading/unloading of all cargo to/from aircraft. Additional personnel wishing to load/unload their nations' aircraft may only do so after coordination and the permission of CATO Chief. The additional personnel will follow the instructions given by CATO staff and the aircraft LM, and will be under the command of a CATO Team/Shift Supervisor.

2. CATO staff needs to be aware of the loading limitations imposed by individual nations for the various types of aircraft used. All cargo, whether on pallets or not, is to be restrained in accordance with the aircraft's national regulations.

3. The loading process includes securing and tie-down of the cargo/baggage within the aircraft following the aircraft LM's instructions. The LM is the representative of the aircraft commander relative to matters pertaining to the reception, loading and despatch of cargo from aircraft. He should be present at the aircraft when cargo is delivered to the aircraft for loading and may supervise loading operations. After loading has been completed, he will check that all equipment and cargo is securely tied down. He is solely responsible for ensuring that the cargo/baggage is correctly secured in the aircraft according to the respective aircraft manuals and national regulations.

4. In order to an assist the consignor with following the correct procedures for cargo packing, preparation and call forward a consignor 'aide memoire' is at Appendix 2. This should be issued to the consignor at the earliest opportunity but at the latest with the return of the CATO Support Request Form Confirmation.

5 B.7.4 Engine Running On / Offload Procedures

Engine Running On / Offloads (ERO) will be performed in accordance with Annex L. ERO should only be applied under extreme circumstances, when it is considered operationally essential and with the consent of the aircraft captain. The experience, qualifications and training of the Traffic teams must be taken into account when considering an ERO. Only in exceptional cases should loads requiring ACHE be subject to ERO. In the event of an ERO all personnel will be briefed accordingly and supplied with PPE as required. The final decision to perform an ERO will be made by the CATO Chief/Deputy Chief, in consultation with the aircraft captain, LM and higher level tasking authority.

5 B.7.5 Restraint and Tie-Down of Cargo

1. Restraining of loads in aircraft shall be in accordance with the aircraft national regulations. Deviations will only be authorized by the aircraft LM. Special handling instructions should be observed and sensitive shipments must be loaded carefully to preclude damage by other items. Particular attention shall be given to DG.

2. Where nations insist on greater restraint factors, it is a national responsibility to inform the CATO at least 24 hours before departure.

3. Seating of passengers forward of, or on the same level as cargo, is dependent upon national regulations. Where the national air transport regulations of the country providing the aircraft require higher factors than those above, it is the responsibility of that country to provide the additional restraint required, unless there are structural or other limitations which prevent this, in which case, cargo weights must be reduced as necessary.

4. For vehicles, the tie-down fittings should be so positioned that:

   a. The whole and each of the principal parts of vehicle (chassis and body) are lashed in accordance with the restraint requirements stated above.

   b. Restraint devices must be applied with due diligence, so that they do not cause any damage to the items being restrained (i.e. brake lines, electrical connections etc.).

   c. Combat-wheeled equipment can be placed in the aircraft with equal ease in either the forward or reverse direction.

   d. Lashing devices are placed symmetrically in relation to the longitudinal axis of the item.

   e. Lashing devices shall be as easy as possible to attach to the item, and adjust for proper tension.

5. For general cargo, crates and containers, restraint complying with the standards above can be provided by:

   a. Lashing harness or net placed over these items so that they become an integral part of the aircraft.

   b. Lashing devices (chains, ropes or straps) used as a lashing harness.

6. For items backed on platforms or air transport pallets, the packing materials and techniques used should be such that the items and the platform or pallet constitute a single piece. The platform or pallet is to be arranged so as to be lashed to the aircraft either by means of a special locking device or by the use of conventional lashing devices (chains, webbing, etc.)
[See Chapter 7 for details.]

5 B.7.6 Cargo Documentation

1. Partners and/or outside agencies are entirely responsible for preparing their cargo and documentation (such as airway bills and manifests) for air transportation. All air cargo must be accompanied by appropriate authorized documentation. Whilst CATO staffs are responsible for accepting and checking the cargo and paperwork, it is a national responsibility to prepare and pack all the cargo. Any cargo presented to the CATO staff without correctly completed paperwork will not be accepted for transportation.

2. Minimum standards acceptable are:

   a. A standard CATO Cargo Load Manifest (Annex G).

   b. Any additional paperwork required by the airlifting nation is to be produced by that nation's representatives.

   c. DG documentation is to be prepared in accordance with Paragraph H below and the instructions in Annex E. In addition, a remark is to be placed in the 'Remarks' column of the Cargo Load Manifest linking the DG to the attached Shippers Declaration.

5 B.7.7 Preparation of Vehicles

Vehicles must be presented in the proper configuration for loading aboard transport aircraft in accordance with Appendix 3. The unit being moved is responsible for any required preparations. The minimum standards acceptable are:

1. Consignors are to prepare documentation and manifests. One copy of the relevant manifest should be kept in the vehicle.

2. In general, vehicles are to be reduced to their minimum shipping dimensions prior to presentation to CATO staff for loading. Depending on the characteristics of the aircraft involved, certain vehicles may require further disassembly to reduce their size to an acceptable level. Early liaison between the Unit Enplanement Officer (UEO) and Air Movements personnel is essential in order to identify those vehicles requiring disassembly. Prior to being presented for loading, vehicles should be given a thorough maintenance inspection to ensure they are in a serviceable condition. Particular attention should be given to brakes and clutches, to avoid any possible loading/unloading problems. Special care must be taken to avoid vehicle fuel/ hydraulic/ battery acid leaks in or around aircraft.

3. Prior to being presented for loading, vehicles should be given a thorough maintenance inspection to ensure they are in a serviceable condition in terms of brakes, clutches and the fuel and hydraulic systems.

4. Special care must be taken to ensure that vehicles batteries are serviceable and prepared in accordance with the national regulations of the carrying aircraft.

5. Vehicles must be environmentally cleaned by the consignor if required, and especially if :

a. Vehicles have been driven through mud, snow, slush, salt or any other contamination, whether natural or chemical.

b. National agriculture or health and safety regulations so dictate.

c. A loaded vehicle/trailer is to be documented as one package, with the exception of those items that are classified as DGfor shipment by air which must be documented separately.

d. Where a TDS exists for the vehicle, a copy of the relevant TDS must be attached to the vehicle in a conspicuous position (normally the windshield) and all associated items (i.e. floor protection kit, dunnage) must be supplied.

e. Vehicles and trailers being transported by air may be loaded with cargo subject to the following guidelines:

(1) The cargo load should not increase the length, width or height of the vehicle/trailer.

(2) Cargo may be stowed to the maximum rated cross-country load of the vehicle/trailer, provided that it can be properly secured.

(3) Equipment and stores loaded on vehicles/ trailers should, where practical, be boxed, crated or palletized to the extent necessary for protection in transit. When boxing is required, expandable lightweight cardboard boxes should be used as much as possible to keep weight to the minimum.

(4) Parts and tools which are normally carried on vehicles and which are binned or boxed will be shipped in place. All items must be secured to prevent mixing and damage.

(5) Cargo carried in the bed of a vehicle/trailer is securely tied down to prevent movement in any direction and possible damage. Rated strops, nets or lashing tape may be used to secure loads. Open vehicle bodies must be adequately covered with tarpaulins to prevent weather damage to their contents.

(6) Dangerous cargo must be readily accessible for inspection during flight.

5 B.7.8 Dangerous Goods

1. DG will be prepared in accordance with ICAO TI/IATA DGR – unless a specific waiver has been granted by the national competent authority in accordance with National Deviations listed in AMovP-6. DG are to be delivered with the correct and fully completed paperwork (Shippers Declaration), packed and labelled in accordance with ICAO TI/IATA-DGR. DG not prepared to ICAO TI/IATA-DGR, or have not the properly authorized national deviation documentation in accordance with AMovP-6, will not be accepted by CATO staff.

2. Nations requiring other or additional paperwork for DG are responsible for preparing their DG and the required paperwork and informing the CATO Chief accordingly. Further information on the transport of DG is contained in the ICAO TI/IATA-DGR. Examples of local CATO DG Procedures are detailed at Annex E.

5 B.7.9 Special loads

1. Non-ICAO/IATA cleared DAC are classed as ‘special loads’, and as such will be dealt with under the supervision of national representatives who will advise CATO staffs. CATO staffs will assist, but not take responsibility for, preparation and final checks of such loads.

2. Articles and substances that would otherwise be classed as DG may be exempt from the provisions of ICAO TI/IATA-DGR - provided:

a. They are required to be aboard the aircraft – as part of the aircraft’s configuration equipment – in accordance with requirements set by the national authorities or for operating reasons.

b. They are carried as catering or cabin service supplies.

c. They are carried for use in flight as veterinary aid or as a humane killer for an animal.

d. They are carried for use in flight for medical aid for a patient, provided that:

(1) Gas cylinders have been manufactured specifically for the purpose of containing and transporting that particular gas.

(2) Drugs, medicines and other medical matter are under the control of trained personnel during the time when they are in use in the aircraft.

(3) Equipment containing wet cell batteries is kept and, when necessary secured, in an upright position to prevent spillage of the electrolyte.

(4) Proper provision is made to stow and secure all the equipment during take-off and landing and at all other times when deemed necessary by the respective aircraft captain in the interests of safety

(5) They are carried by passengers or crew members.

Note:

1. Articles and substances intended as replacements for those listed above shall be transported on an aircraft as specified in the ICAO TI.

2. The carriage of wet cargo, live animals, human remains and couriers are all areas where specific national regulations apply. As such, the CATO will provide assistance, but the responsibility for meeting specific national regulations and preparation etc. will remain with the appropriate national representative.

5 B.7.10 Wet Cargo

1. “Wet Cargo” designates shipments containing liquids or which, by their nature, may produce liquids and which are not subject to the ICAO TI/IATA-DGR. The following are classified as wet cargo:

a. Shipments of liquids in watertight containers.

b. Shipments of wet materials not packed in watertight containers (e.g. fish packed in wet ice, fresh meat and wet hides).

c. Goods, which may produce liquids.

2. Watertight containers shall meet the specifications of the ICAO TI. Other containers shall be of high quality waterproof material. Containers with cargo that may produce liquids shall be leak proof or contain sufficient absorbent material. Packing shall allow for the maximum angles of roll and bank the aircraft may encounter during flight without release of the liquid contents Containers shall be secured in an upright position.

NOTE:

If Wet Cargo is to be transported in containers that are not watertight or waterproof it should be consignors’ responsibility to supply any plastic tarpaulins and basins.

5 B.7.11 Live Animals

1. Except for service dogs, animals will not be accepted for carriage in passenger cabins as accompanied baggage. Dogs accepted for carriage in the passenger cabin in accordance with the above exception shall be properly muzzled and harnessed and must not be allowed to occupy a passenger seat.

2. Service dogs will not be accepted unless the passenger, under whose care the dog travels, holds valid health and vaccination certificates as well as entry permits and other documents required by authorities of countries of departure, transit or entry. A passenger responsible for a service dog shall be informed of the possible refusal to enter a country when traveling abroad. Passengers should however, be advised to check the requirements with the appropriate embassy or consulate. The CATO will not be held responsible if entry into or passage through any country is denied. Information regarding required documents for live animals can be found in the ICAO/IATA Live Animal Regulations.

3. The owner assumes all risk of injury to, or sickness or death of any such animal accepted for transportation.

5 B.7.12 Perishable Cargo

Perishable goods are those that condition or suitability may deteriorate if exposed to undue changes in temperature or humidity or delay in carriage. They shall only be accepted for carriage when it is reasonably certain that they will reach destination in good condition. Therefore it is mandatory that the shippers provide instructions as to the maximum acceptable duration of transportation and any required special handling. The temperature range and ventilation requirements of such cargo must be matched by the capabilities of the cargo compartment provided. Perishable cargo refrigerated with wet ice or containing fluid or moisture that could leak out shall be treated as “Wet Cargo”. Perishable cargo refrigerated with dry ice fall under the provision of ICAO TI/IATA-DGR. Foodstuffs shall not be loaded together with poisons, infections substances or in close proximity of live animals and non-cremated human remains. Where necessary, the devices used in carriage shall be thoroughly cleaned and disinfected immediately after unloading.

5 B.7.13 Human Remains

1. Non-cremated human remains shall be contained in a hermetically sealed inner coffin of lead or zinc inside a wooden coffin. The wooden coffin may be protected by outer packing and should be covered by canvas or tarpaulins in such a way that the nature of its contents is not apparent. Non-cremated human remains shall not be loaded in close proximity to food for human or animal consumption or edible materials. When a shipment of human remains has departed the point of origin, it is to be moved to its destination as expeditiously as possible. If a delay occurs' enroute or unloading occurs, CATO personnel at the airfield of delay or the aircraft captain must immediately notify the appropriate destination agency and higher authority.

2. The shipper must ensure that any outer case/ body bag containing human remains is clearly marked to show which end the head is situated and which end the feet are situated. They must also ensure that the outer case/ body bag is clearly identified with the deceased's:

   a. Military number

   b. Rank

   c. Name

   d. Initials

   e. Full final destination address

3. CATO personnel handling human remains must ensure that:

   a. The foot of the outer case is lower than the head.

   b. The head is loaded towards the nose of the aircraft.

   c. Nothing is loaded on top of the human remains outer case, unless more than one outer case containing human remains is being shipped.

   d. Details are included on the load message.

   e. Due care and respect is afforded during handling and storage.

5 B.7.14 Couriers

1. All classified material not hand-carried should be shipped as cargo. Details of classified material should be passed to the ALCC and Movements Plans Section at least 24 hours before the required flight's ETD. The booking agency will then amend the courier's Passenger Name Record (PNR). In exceptional circumstances, details of urgent additional classified material may be passed direct to the CATO Organization/Load Controller as soon as it is available.

2. To minimize problems during travel, before travelling they should:

a. Ensure that their transportation coordinator informs all enroute Air Movements Organizations and base security personnel of the escort's particulars and the assistance they will require.

b. Report to the Duty Movements Officer on their arrival at the APOE at a predetermined time. The Air Movement personnel will brief them on check-in procedures and introduce them to the aircraft LM.

c. Carry with them at all times properly authorized travel documents including a Courier Certificate, personal identification and any inoculation certificates required.

d. Maintain control over their material at all times and not allow access to it by anyone, except in their presence. The following procedures should be strictly observed:

(1) At least one courier should remain with the material at all times.

(2) The material should be handled separately from other cargo.

(3) Couriers should board the aircraft after all lower hold doors are closed and just before VIP boarding.

(4) Couriers are permitted to attach a security warning sign where classified material is located.

(5) At en route terminals or the final destination, couriers should proceed to the lower compartment hold doors immediately after VIPs have disembarked.

3. Aircraft captains and CATO staff should provide couriers with all possible assistance to ensure that the above conditions are met. Couriers should be allocated seats near the exit doors. If classified cargo is being carried, load messages should reflect this. In the event of an unscheduled stopover, the AC and/or the CO of the Air Movements Organization will provide the couriers with all possible assistance in ensuring the security of their material.

5 B.7.15 Mass and Balance

1. The loading, mass and centre of gravity of the aircraft shall comply with the limitations specified the Airplane Flight Manual (AFM) and national regulations. The mass and balance calculations and trim sheet remains the responsibility of the AIRCRAFT LM, in accordance with national regulations, although CATO staff may undertake these calculations if authorized by the LM.

2. When computing the mass of passengers and baggage the following standard mass values will be used, unless specifically informed by operating LMs:

a. **Military Flights**

Soldier (geared for deployment/re-deployment):	127 kg
Civilian:	84 kg

b. **Chartered Flights**

Soldier (geared for deployment/re-deployment):	127 kg
Civilian:	84 kg
Children (2-12 years old):	35 kg
Infant:	0 kg

Note:

The standard masses indicated above include hand baggage.

5 B.7.16 Control Procedures for Aircraft Role Equipment

Aircraft role equipment (pallets and restraint equipment) are high value and vital for the operation of an ATO/CATO. Equipment will be pooled at the ATO/CATO. Its use and receipt will be controlled by ATO/CATO personnel in accordance with the following procedures:

1. Military pallets and cargo nets will be conspicuously marked with national distinguishing letters in accordance with STANAG 1059.

2. Chains, tie-downs and straps are normally part of the inventory of the aircraft and are in consequence always recovered after unloading of the freight. If for any reason this material had to stay with the load, it should be replaced by the reception air head on a one to one ratio by identical material. If unable to exchange, the loadmaster will recover the chains, tie-downs and straps belonging to the aircraft or as a last resort obtain a receipt on a manifest for items retained.

3. The terminating airhead is to backload pallets and associated restraint equipment to the ATO/CATO as expeditiously as possible and such consignment are to be accorded a high priority.

4. The breakdown of palletized loads at terminating airheads is, wherever possible, to take place on-site; aircraft pallets and associated restraint equipment should not normally be allowed to leave the perimeter of the terminal airhead and should be under cover wherever possible. The breakdown of palletized loads is to be effected as quickly as possible to allow rapid back loading. Cargo should not be stored on aircraft pallets at terminal airheads.

5. If no ATO/CATO is operating at the destination airfield, the aircraft loadmaster will instruct the receiving unit to return the pallets and associated restraint equipment to the nearest transport airhead as soon as possible.

CH 5 ANNEX B APPENDIX 1 PASSENGERS AIDE MEMOIRE

1. Once CATO becomes operational all CATO Pax Section will make contact and establish a good line of communication (LOC) with Partners.

2. All Partners who wish to use the CATO should assist by passing the following information at the earliest opportunity:

   a. Phone number contact list.

   b. Email addresses (internet/intranet).

   c. Radio frequencies and c/s (if applicable)

   d. Ideally a single POC should be given to the CATO for pax issues.

3. A Partner nominated POC must ensure that a pax manifest is provided to the CATO Pax Section one day prior, or as early as is practicable, to departure.

4. Partners must endeavour to ensure that all paperwork received by the CATO Pax Section is legible and should be a true account, in sufficient detail, of the pax who are travelling.

5. Pax Manifest paperwork is available from the CATO, however, if other pax manifests are used they must include the following information:

   a. Name and Initials.

   b. Rank.

   c. Passport and/or Service number.

   d. Receiving unit and/or destination.

   e. Additional remarks.

6. The Partner POC should brief the following to all pax one day prior to departure:

   a. Max hold baggage weight allowance.

   b. Requirement to label baggage iaw. CATO publication (max. number and weight of hand baggage).

   c. Documentation requirements i.e. passport/Service ID/NATO Travel Order.

d. Items prohibited for carriage in baggage e.g. DG.

e. Items prohibited for carriage on the person (Details of all these items can be obtained from the CATO Pax Section).

f. Check-in procedure on arrival at the CATO.

g. Local rules and regulations.

7. The partner POC should arrange, where possible, the transport of pax and baggage to/from the CATO.

8. If extra transport is required for pax baggage it is the Partner's responsibility to provide this.

9. The Partner POC, or nominated representative, should travel with pax and present them to the CATO Pax Section 2 hours before departure or as directed by the CATO Pax Section. A nominated representative may be the senior passenger but in any case must be fully briefed by the Partner POC.

10. The Partner POC, or nominated representative, should remain at the CATO until the ac has departed to deal with any pax related issues. In the event that the nominated representative is a departing passenger they should be boarded last.

11. Final Note to Consignors/Consignees

12. The smooth running of the CATO Pax Section relies on communication. It is the responsibility of the Partners to pass all relevant information to the CATO regarding pax movement. However, CATO personnel are on hand to assist and, subject to workload, can visit the Partner at their location.

CH 5 ANNEX B APPENDIX 2 CONSIGNOR AIDE MEMOIRE (CARGO)

1. Once CATO becomes Operational all CATO sections will make contact and establish a good line of communication (LOC) with consignor/consignee.

2. All consignors/consignees who wish to use the CATO should assist by passing the following information at the earliest opportunity:

   a. Phone number contact list.

   b. Email addresses (internet/intranet).

   c. Radio frequencies and c/s (if applicable)

   d. Ideally a single POC should be given to the CATO for cargo issues.

3. Consignors must endeavour to ensure that all paperwork received by the CATO Cargo Section is legible and should be a true account, in sufficient detail, of the freight to be delivered.

4. All freight delivered should be free from damage and should be easily identified against the paperwork delivered.

5. Consignors should ensure that freight delivered to the CATO is accompanied by a representative from the consignor who will be on hand to resolve any issues that arise.

6. Where possible freight and paperwork should be delivered by the close of business the day before the flight on which the freight is departing. Consignors should negotiate this with the CATO Cargo Section.

7. DG must be marked, labelled and paperwork must be raised in accordance with the current edition ICAO TI/IATA-DGR. CATO Cargo Section will refuse any DG not prepared in accordance with ICAO TI/IATA-DGR.

8. All regulations governing the movement of DG must be strictly adhered to.

9. As well as complying with all ICAO TI/IATA-DGR consignors must take special care to ensure that DG freight is not accidentally hidden within a consignment or item within a consignment.

10. It is the consignor’s/consignee’s responsibility to organise the delivery, collection and on-move of freight to and from the CATO.

11. If Consignees are in contact with their counterparts from another nation and are expecting freight inbound they should make contact with the CATO Cargo Section and pass on relevant details.

12. Classified/Precious and Valuable and Attractive items including weapons must be delivered on the day of the flight not less than 3 hours before departure. The CATO Cargo section will advise on what freight falls into these categories. Paperwork for these items should be delivered the day before freight is due to move.

13. If Consignors are aware of outsized loads e.g. vehicle or container moves, these should be brought to the attention of the CATO Cargo Section immediately.

14. The smooth running of the CATO Cargo Section relies on communication. It is the responsibility of the consignors/consignees to pass all relevant information to the CATO regarding freight onload/offload. However, CATO personnel are on hand to assist and, subject to workload, can visit the consignor/consignee at their location.

CH 5 ANNEX B APPENDIX 3 AIR TRANSPORT VEHICLE CHECK LIST

For each vehicle the CATO personnel in charge of loading cargo must check the following check list (as detailed in AMovP-6):

1. Dimensions, overhang and critical point.

2. Leaks (ICAO/IATA DG Packing Instruction 900).

3. On Board equipment (restraining).

4. Fuel Tank level:

    a. Gasoline max ¾, petrol ¼ (ICAO TI/IATA-DGR).

    b. On ramp gasoline ½, petrol ¼ (ICAO TI/IATA-DGR).

    c. Fuel cap on fuel tank (unlocked).

5. Max tire pressure 100 psi (6,8 bar).

6. Check the weight of the vehicle and the axels and place weight card on vehicle.

7. Centre of Gravity, marking CoG on vehicle.

8. Calculation Restraining (chains in Lbs) and calculation total weight per G forces (FW x3 – AFW x1,5 – UP 2).

9. Label with total/and axel weights behind front window.

10. Enter the vehicle into the AC (supervision LM)

    a. Max speed (walking speed – 3 mph or 5 km/h).

    b. Shoring requirement (if required).

    c. Check brakes.

    d. Mirrors “in”.

    e. Ramp position correction

    f. Use the correct marshalling signs.

11. Driver staying in the vehicle up to vehicle is secured (one chain FW and one AFW).

12. Double check chains (position and attachment).

13. Battery condition main “switch off” (ICAO/IATA DG Packing Instruction 900).

14. Handbrake “on”.

CHAPTER 5 ANNEX C SAFETY ON AIRCRAFT MOVEMENT AREA

5.C.1 SAFETY ON THE GROUND

For each type of aircraft, a safety perimeter must be defined and forbidden to all ground personnel not taking part in the maintenance, supplying and loading operations.

5.C.2 SAFETY PERIMETER

Figure 2 shows an example of minimum safety perimeter to rear loading transport aircraft.

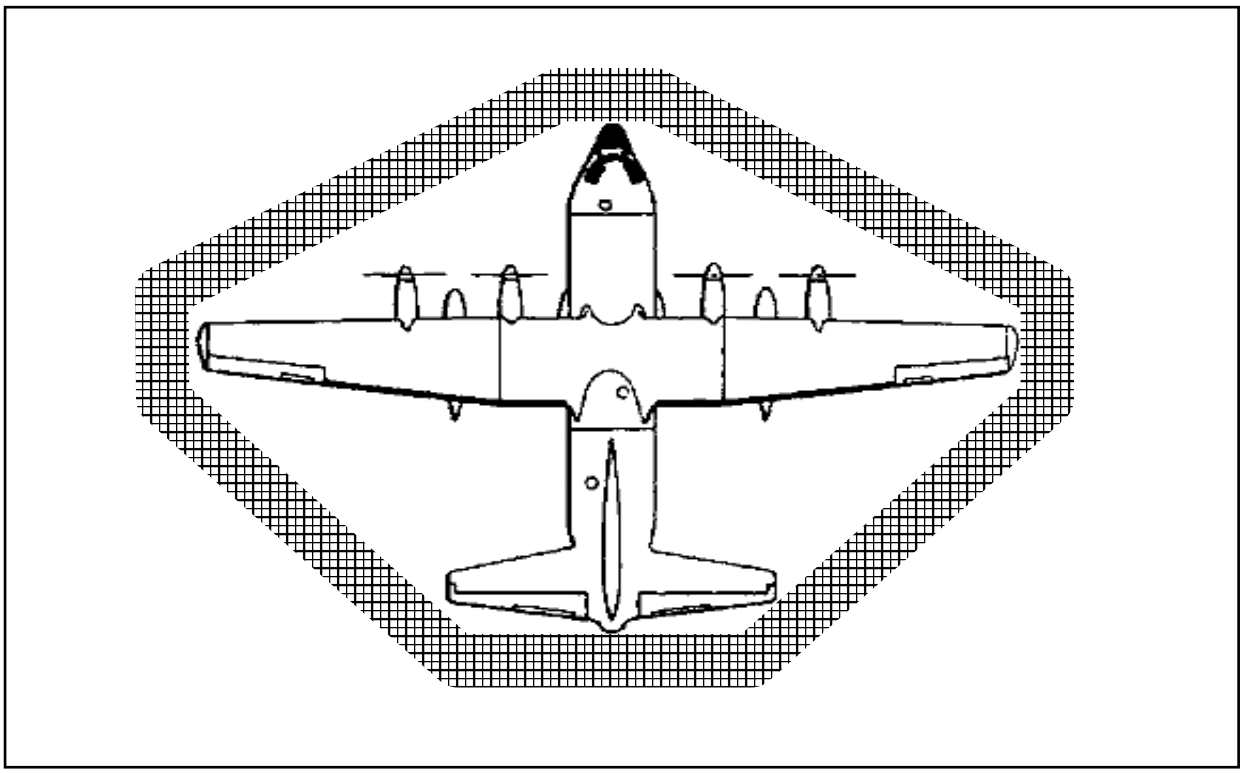

Figure 3 Example of Minimum Safety Perimeter to Rear Loading Transport Aircraft

5.C.3 VEHICLE TRAFFIC

1. All traffic on the airfield will be regulated according to a traffic plan.

2. The movement of vehicles is forbidden within the safety perimeter except for aircraft maintenance, supply, loading or unloading operations. Non-standard vehicle movement within the safety perimeter must be accomplished under supervision.

5.C.4 LOADING, UNLOADING AND SUPPLYING OF AIRCRAFT

1. In order to avoid any damage to the aircraft, the loading, unloading and supply operations must be carried out under control of a qualified NCO with appropriate equipment operated by qualified personnel (in accordance with special or particular regulations).

2. Special attention must be given to the movements of vehicles within the safety perimeter. In all cases vehicle chocks will be placed for all vehicles related to the loading/unloading of the aircraft. All vehicles concerned with the supplying of aircraft will be operated or stationed so that the vehicle is under no circumstances directed towards the aircraft, in order to avoid any risk of collision with the aircraft. If a potential danger of collision with the aircraft exists, vehicles must be stopped, engine shut down (ignition OFF), parking brake applied and gear engaged (emergency brake set and transmission in PARK). If the operator has to leave the vehicle, he will also ensure that chocks are placed whenever ground conditions (down slope, limited traction) require additional safety precautions.

3. Vehicles will not pass under any part of an aircraft except where absolutely necessary. Vehicles will not be backed in the direction of an aircraft unless one backing guide is used to prevent collision with the aircraft.

4. Any vehicle movement in the safety perimeter of an aircraft will never exceed 8 km/h or 5 mph.

5. In any case, operators of vehicles that must manoeuver on aircraft parking areas will have the necessary license to operate on the flight line and be familiar with the safety instructions related to their task.

5.C.5 FIRE RISKS

1. It is essential that all fire risks be minimized on the aircraft parking area. Any open flame must be prohibited within 100 ft (30m) of the safety perimeter. Smoking is prohibited within 50 ft (15m) of the aircraft

2. Fire extinguishers must be placed in conspicuous positions near the aircraft (STANAG 3863).

3. Crew and/or ground personnel will ensure that aircraft are properly earthed (grounded) to provide for electrical discharge.

5.C.6 DANGEROUS GOODS CARGO–AMMUNITION AND EXPLOSIVES (CLASS 1)

1. These must be stocked at the prescribed safety distance (where applicable) from the aircraft parking areas.

2. The handling of this type of cargo must be carried out with the prescribed precautions, in accordance with Chapter 6.

3. All aircraft switches will be in the proper OFF positions, except those essential to the loading/unloading functions.

4. Aircraft wheels should be properly chocked.

5. All dangerous cargo aboard an aircraft must be properly identified.

5.C.7 VEHICLE TRAFFIC ON AIRCRAFT MOVEMENT AREA

1. All drivers and especially all convoy leaders are to adhere to these procedures.

2. No vehicle is to be left unattended whilst on the aircraft movement area; drivers are to remain with their vehicles unless expressly authorised by CATO staff. When driving on aircraft movement areas, hazard lights are to be turned on (rotating amber beacon or all indicators). The following maximum speeds are to be adhered to:

a. Aprons 20 km/h (parking area and aircraft parked on taxiways)

b. Taxiways 40 km/h

c. Runway 60 km/h

d. In close vicinity to aircraft walking speed

3. Rules when encountering taxiing aircraft:

a. Taxiing aircraft always have right of way.

b. If an aircraft approaches a car, the car MUST stop on the side of the taxiway.

c. Make eye contact with the pilot and indicate via hand signal whether the aircraft can continue to taxi without danger:

(1) STOP = Hands crossed over head

(2) GO = Thumbs up

(3) Warning light within flight area / aircraft movement area

4. Minimum distances to aircraft with engines running:

a. Aircraft: front 55 m / aft 75 m

b. Helicopter: front 50 m / aft 50 m

5. Minimum distances to aircraft with engines OFF:

a. front: 25 m

b. aft: 25 m

6. Minimum distances to taxiing aircraft:

a. Large aircraft: 15 m

b. Small aircraft: 9 m

7. Minimum distances to aircraft with chaff /flares dispenser: 50 m

5.C.8 VEHICLE TRAFFIC IN THE SAFETY PERIMETER

5 C.8.1 General

1. For each type of aircraft, a safety perimeter must be defined. This is a forbidden area to all ground personnel and vehicles not taking part in the servicing and handling operations.

2. In order to avoid any damage to the aircraft, the loading and unloading operations must be carried out under control of a qualified Cargo Supervisor with appropriate equipment operated by qualified personnel. Special attention must be given to the movements of vehicles within the safety perimeter. In all cases, vehicle chocks will be placed for all vehicles

3. related to the loading/unloading of the aircraft. All vehicles concerned with the supplying of aircraft will be operated or stationed so that the vehicle is under no circumstances directed towards the aircraft. If a potential danger of collision with the aircraft exits, vehicles must be stopped, engine shut down (ignition OFF), parking brake applied and gear engaged (emergency brake set and transmission in PARK). If the operator has to leave the vehicle, he will also ensure that chocks are placed whenever ground conditions (down slope, limited traction) require additional safety precautions. Vehicles will not pass under any part of an aircraft except where absolutely necessary.

4. Vehicles will not be backed in the direction of an aircraft unless a marshaller is used.

5. Any vehicle movement in the safety perimeter of an aircraft must never exceed 8 km/h or 5 mph (walking speed).

6. Vehicle drivers must have the necessary license to operate on the flight line, in accordance with national regulations, and be familiar with the safety instructions related to their task.

5 C.8.2 Fire risks

7. It is essential that all fire risks are minimized on the aircraft parking area. Any open flame is prohibited within 30 m (100 ft) of the safety perimeter. Smoking is prohibited within 15 m (50 ft) of the aircraft.

8. Crew and/or ground engineering personnel must ensure that aircraft are properly earthed (grounded) to provide for electrical discharge.

5 C.8.3 Hi-viz vests

All personnel are to wear hi-viz vests when operating on the aircraft manoeuvring area. All CATO Section Chiefs are to ensure that their personnel have hi-viz vests available and wear them as required. This statement must be evaluated for security reasons by the competent CATO authorities when the organization is established in “hostile” environment.

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CHAPTER 5 ANNEX D AIR TERMINAL OPERATIONS CENTRE
COMBINED AIR TERMINAL OPERATIONS

SUPPORT REQUEST FORM

HANDWRITTEN FORMS NOT ACCEPTED. COMPLETE THE FIELDS (USE "TAB" AND "SHIFT + TAB").
SAVE FORM AS "COUNTRY + FLIGHT C/S + DATE" AND EMAIL OR PRINT AND FAX.

TO:	CATO CHIEF	TEL MIL: FAX MIL	CIVILIAN TEL: CIVILIAN FAX
		EMAIL MIL: CIVILIAN:	
FROM:		DATE:	TEL NO/TYPE: FAX NO/TYPE:

NATION:	ALL TIMES ARE ZULU	DATE REQUESTED:

TCN POC AT THE CATO DURING AIRCRAFT HANDLING

RANK:	SURNAME:	FIRST NAME:
UNIT:	TEL NO/TYPE:	

FLIGHT DATA

AIRCRAFT C/S:	AIRCRAFT TYPE:		
ARRIVAL FROM:	SLOT IN CATO	SLOT OUT CATO:	DEPARTURE TO:

CARGO IN		CARGO	CARGO OUT		PAX	PAX IN	PAX OUT
QTY	WT KG	TYPE	QTY	WT KG	TYPE		
		PALLETIZED			TROOPS		
		CONTAINERIZED			CIVILIANS		
		NON-PALLETIZED			OTHER		
		BULKY GOODS					
		VEHICLES			TOTAL PAX		
		LOOSE CARGO			PAX IN-PROCESSING IN ARRIVAL FACILITY		YES
							NO
					PAX CLAIM BAGGAGE IN ARRIVAL FACILITY		YES
		TOTAL CARGO					NO

REMARKS (DETAILS, VIPS, DAC, SPECIAL, SPECIAL REQUIREMENTS ETC.):

A. REQUESTED TIME TO USE THE CATO PRC	FROM	**Z**	TO	**Z**
REQUESTED TIME TO USE THE CATO CRC	FROM	**Z**	TO	**Z**

(CATO USE ONLY) **(CATO USE ONLY)**

CONFIRMATION FROM CATO

B. APPROVED TIME TO USE THE CATO PRC	FROM **Z**	TO **Z**
APPROVED TIME TO USE THE CATO CRC	FROM **Z**	TO **Z**
REMARKS:		
PROCESSED BY:	DATE PROCESSED:	

Table 3 SUPPORT REQUEST FORM

CHAPTER 5 ANNEX E CATO DANGEROUS CARGO LOCAL PROCEDURES

The handling of DG must be in accordance with the prescribed precautions in the ICAO TI/IATA-DGR (latest edition).

5.E.1 GENERAL RESPONSIBILITIES

Partners are to ensure that:

1. The DG are not prohibited for transport by air and must comply fully with ICAO TI/IATA-DGR and with any applicable regulation set forth by the State of origin, transit and destination. In case of Tactical Flights, these will comply with AMovP-6.

2. They provide the relevant information about the hazardous cargo (nature, quantity, categories/types, etc.).

3. All persons involved in the DG preparation have received the necessary statutory training to enable them to perform their responsibilities.

4. The dangerous cargo must be identified, classified, packed, marked, labelled, documented and prepared in the appropriated condition for transport by air.

5. They provide a national representative to be in charge of dangerous cargo operations and carry out all the required inspections before the DG are handled and loaded.

6. Their representative maintains close liaison with the CATO Chief.

7. They provide transport for the movement of DG to and from the APOD/APOE.

8. They inform the CATO Chief about the number of personnel and vehicles involved in the transport and operation of the DG, as well as any need for special equipment at least 2 days before the flight.

9. All weapons are safety cleared prior to delivery to the CATO.

5.E.2 DELIVERY OF DANGEROUS GOODS CONSIGNMENTS TO THE CATO

Timings for call forward will depend on a number of factors. However, CATO facilities are not to be used to store DG consignments. Therefore, unless specifically informed by the CATO, DG must be delivered no more than 4 hours before the aircraft departure. All DG cargo is to be correctly segregated in accordance with national and international DG regulations. On arrival at the CATO, the Partner POC is to contact CATO staff to coordinate all aspects related to the handling, Aircraft Operating Area activities and parking of vehicles. All vehicles with outbound dangerous cargo will be parked in a

designated DG Holding Area and the maximum Net Explosive Quantity (NEQ) for the Class 1 material must not be exceeded.

5.E.3 PARKING OF AIRCRAFT

Aircraft carrying DG may have to be segregated from other aircraft and activities depending on the nature of the Dangerous Cargo. Close liaison must occur between the Partner shipping the cargo, CATO staff and Air Ops (ATC and Fire Section) to ensure safe loading and unloading of such cargo. CATO Staff must ensure that maximum NEQ limitations for Class 1 material are not exceeded in the Dangerous Air Cargo (DAC) holding areas.

5.E.4 LOADING AND UNLOADING RESPONSIBILITIES

1. CATO staff will be in overall charge of the loading and unloading of all DG and a qualified DG supervisor is to be present at all times.

    a. Inbound Loads. A TCN representative must check inbound documentation.

    b. Outbound Loads. Aircraft's LM will check the outbound dangerous cargo and its documentation. After the load is accepted and authorised by the aircraft's LM, vehicles will move to the aircraft and cargo will be loaded. The LM will determine where the cargo will be positioned. All loading equipment used must comply with ICAO TI/IATA-DGR.

5.E.5 PAPERWORK AND PRESENTATION OF DANGEROUS CARGO TO AC

Whilst CATO staff will prepare Dangerous Cargo Manifests, the Partner POC will remain responsible for the preparation of all additional national standards paperwork and must present them to the LM. He will be responsible for answering any queries or rectifying any problems with the cargo.

5.E.6 REMOVAL OF DANGEROUS CARGO FROM THE APOD

The Partner POC is responsible for removing any DG from the CATO as soon as possible after and in any event within an hour of its arrival.

5.E.7 AMMUNITION AND EXPLOSIVES (CLASS 1) DANGEROUS GOODS

The CATO's higher level tasking authority, or CATO if no higher level tasking authority is in place, is to ensure that sufficient Fire Service cover is available for the onload and offload of Class 1 DG consignments.

CHAPTER 5 ANNEX F COMMON PASSENGER MANIFEST

PASSENGER MANIFEST

PAGE Nr

FLIGHT DATE	AIRCRAFT TYPE	FLIGHT NUMBER / CALL SIGN	MANIFEST NUMBER

DEPARTURE / APOE	ETD	DESTINATION / APOD	ETA	VIA

Nr	RANK	NAME	ID Nr	UNIT	FINAL DESTINATION	BAGGAGE		REMARKS
						PIECES	WEIGHT	
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
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47								
48								
49								
50								
TOTAL NUMBER OF PASSENGERS					TOTAL WEIGHT (kgs)		0	LOADMASTER RANK / NAME/ SIGNATURE

MANIFEST PREPARED BY	NAME	SIGNATURE	ALL PASSENGERS AND BAGGAGE LISTED ON THIS MANIFEST HAVE BEEN LOADED	

Table 4 COMMON PASSENGER MANIFEST

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CHAPTER 5 ANNEX G COMMON CARGO MANIFEST

COMBINED AIR TERMINAL OPERATIONS	**EAG DMAW** **Cargo Manifest**	Manifest N° **Copy 1 of 6** Manifest Destination :

Sec-tion	Air Way Bill number	Number of pieces	Cargo description	Weight in kgs	Weight in lbs	Consignée	Description of contents
					0		
					0		
					0		
					0		
					0		
					0		
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					0		
					0		
					0		
Total number of pieces :		**0**	**Total Weight :**	kgs **0**	lbs **0**	*Manifest prepared by :* Name : Rank : Signature :	
Aircraft :			Flight number :				
Date of flight :	Airport of departure :			Destination :			Via :
All items listed on this manifest have been checked and loaded				Name : Rank :			Date : Signature :
All items listed on this manifest have been received exept as circled and noted on reverse				Name : Rank :			Date : Signature :

Table 5 COMMON CARGO MANIFEST

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CHAPTER 5 ANNEX H COMMON PALLET CARD (NON-DAC)

Ex/Op Badge If Required	**PLT N°**	**EXERCISE/OPERATION**
CONSIGNOR:		
DESTINATION (CONSIGNEE):		
Net (kg)	**Tare (kg)**	
TOTAL (kg)		
Origin	**Flight Date**	**Position**
Transfer	**Flight Date**	**Position**
OBSERVATIONS Remarks Do not use if DAC		

Figure 4 COMMON Pallet Card(non-DAC

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CHAPTER 5 ANNEX I COMMON PALLET CARD (DAC)

Ex/Op Badge As Required	PLT N°	***EXERCISE/OPERATION***
CONSIGNOR:		
DESTINATION (CONSIGNEE):		
Net (kg)	**Tare (kg)**	
TOTAL (kg)		
Origin	**Flight Date**	**Position**
DAC DETAILS:		
NAME / SIGNATURE		

Figure 5 COMMON PALLET CARD (DAC)

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CHAPTER 5 ANNEX J CATO MANNING AND EQUIPMENT EXAMPLE

5.J.1 MANNING

Personnel	Rank	No	Qualification	Total Section	Total CATO:33	Advanced Party	IOC	FOC
Total Advanced Party IOC FOC						8	19	33
Command Cell				3				
Chief CATO	OF2	1	Air Movements Officer			1	1	1
Deputy Chief CATO	OF1/2	1	Air Movements Officer					1
Admin and CATO Supply	OR8/9	1	Admin and Air Movements SNCO			1	1	1
Cargo Section				7				
Section Leader Cargo	OR8/9	1	Air Movements SNCO			1	1	1
Deputy Section Leader Cargo	OR7/8	1	Air Movements SNCO				1	1
Airmen	OR4-6	4	Air Movements JNCO				2	4
DAC Specialist	OR8/9	1	DAC Qual and Air Move SNCO			1	1	1
Passenger Section				11				
Section Leader Passenger	OR8/9	1	Air Movements SNCO			1	1	1
Deputy Section Leader Passenger	OR7/8	1	Air Movements SNCO				1	1
Airmen	OR4-6	4	Air Movements JNCO				2	4
ATSY	OR4-6	3	ATSY Qualification					3
Bus Driver "D"	OR4-6	2	Driving License BCED				1	2
Load Control Section				4				
Section Leader Load Control	OR8/9	1	Air Movements SNCO			1	1	1
Deputy Section Leader Load Control	OR7/8	1	Air Movements SNCO				1	1
Airmen	OR4-6	2	Air Movements JNCO					2
Traffic Section				6				
Section Leader Traffic	OR8/9	1	Air Movements SNCO			1	1	1

Personnel	Rank	No	Qualification	Total Section	Total CATO:33	Advanced Party	IOC	FOC
Deputy Section Leader Traffic	OR7/8	1	Air Movements SNCO				1	1
Airmen	OR4-6	4	Air Movements JNCO				2	4
Marshalling Section				2				
Section Leader Marshalling	OR8/9	1	Marshaller and Air Movements SNCO			1	1	1
Deputy Section Leader Marshalling	OR7/8	1	Marshaller and Air Movements SNCO					1

Table 6 CATO MANNING

5.J.2 EQUIPMENT

5 J.2.1 Command Cell

	Command Cell							
Qty	Name	Advanced Party	IOC	FOC	Weight per each	Advanced Party	IOC	FOC
2	cars	2			2000	4000		
3	workstations	3			5	15		
1	printer	1			5	5		
1	network hub		2		5		10	
1	public phone		1		1		1	
1	base net telephone			1	1			1
3	tables	3			20	60		
3	chairs	3			5	15		
1	tent	1			1000	1000		
1	waste box			1	5			5
2	radios with headsets		2		1		2	
1	office consumables	1			10	10		
3	mobile phones	3			1	3		
3	high visibility vests	3			0.1	0.3		
3	lockable boxes	3			5	15		
	Sum kg					5123.3	13	6
	Total					5142.3		

Table 7 CATO Command Cell

5 J.2.2 Marshalling Section

	Marshalling							
Qty	Name	Advanced Party	IOC	FOC	Weight per each	Advanced Party	IOC	FOC
5	high visibility vests	5			0.1	0.5		
2	hand held radios with head sets	2			1	2		
3	sets of light sticks	3			1	3		
1	lockable box	1			5	5	10	
	Sum kg					10.5	0	0
	Total					10.5		

Table 8 CATO Marshalling Section

5 J.2.3 Cargo Section

	Cargo							
Qty	Name	Advanced Party	IOC	FOC	Weight per each	Advanced Party	IOC	FOC
1	Van 8 seats		1		2000		2000	
1	fork lift trucks 8 to		1		10000		10000	
1	fork lift trucks 3 to		1		5000		5000	
2	HGV 5 to		1	1	7500		7500	7500
1	Pick up	1			2000	2000		
3	sets of mobile scales		1	2	50		50	100
3	tabels		3		20		60	
10	chairs55105050		5	5	10		50	50
4	hand held radios		4		1		4	
1	mobile phone	1			1	1		
2	work stations	2			5	10		
1	ink jet colour printer	1			5	5		
2	IATAs	2			1	2		
1	office consumables	1			10	10		
1	fridge			1	80			80
1	base net phone			1	1			1
10	baggage trollies			10	300			3000
2	towing truck			2	2000			4000
10	jerry cans F54		5	5	5		25	25
1	set of roller sleeves			1	150			150
1	craftsman tool set1	1			50	50		
10	high visibility vests	10			0.1	1		
1	FOD basket		1		5		5	
1	hand washing facility		1		50		50	
10	national pal and nets			10	220			2200
5	ockable boxes	5			10	50		
1	cargo tent 15 x 25 m		1		5000		5000	
	Sum kg					2.129	29.744	17.106
	Total						48.979	

Table 9 CATO Cargo Section

5 J.2.4 Traffic Section

	Traffic							
Qty	Name	Advanced Party	IOC	FOC	Weight per each	Advanced Party	IOC	FOC
1	fork lift truck 8 to		1		10000		10000	
1	fork lift truck 3 to		1		5000		5000	
1	high loader wide bodies			1	10000			10000
1	ATLAS transfer loader			1	10000			10000
2	passenger steps wide bodies			2	5000			10000
4	hand held radios with head sets	4			1	4		
1	mobile phone	1			1	1		
10	mobile loading docks			10	1000			10000
1	set of roller sleeves		1		150		150	
1	dunnage set		1		200		200	
10	high visibility vests	10			0.1	1		
1	FOD basket		1		5		5	
1	Van 8 Seats	1			2000	2000		
1	Mulag 10 LT			1	10000			10000
1	Mulag 10 TT			1	10000			10000
3	lockable boxes	3			5	15		
	Sum kg					2021	15355	60000
	Total						77.376	

Table 10 CATO Traffic Section

5 J.2.5 Passenger Section

	Passenger Section							
Qty	Name	Advanced Party	IOC	FOC	Weight per each	Advanced Party	IOC	FOC
1	CATO tent Details on a separate file		1		20000		20000	
1	High Scan large			1	1000			1000
1	High Scan small			1	800			800
1	High Scan Passengers			1	500			500
2	Hand held scanners to check individuals			2	3			6
5	tables			5	20			100
3	fridges			3	80			240
2	coffee machines			2	10			20
2	base net phones			2	1			2
2	workstations	2			5	10		
1	laser printer		1		10		10	
1	ink jet colour printer	1			5	5		
2	buses 40 seats			2	10000		20000	
2	Vans 8 seats	1		1	2000	2000	2000	
1	bus 16 seats		1		5000		5000	
1	copy machine		1		10		10	
1	fax machine	1			10	10		
1	office consumables	1			10	10		
4	hand held radios with headsets		4		1		4	
10	mobile toilettes			10	100			1000
5	outdoor tabels			5	20			100
10	outdoor benches			10	10			100
5	flasks			10	1			10
10	high visibility vests	10			0.1	1		
2	FOD basket		2		5		10	
2	hand washing facilities		2		50		100	
5	lockable boxes	5			5	25		
1	flip chart	1			10	10		
	Sum kg					2071	47134	3878
	Total					53083		

Table 11 CATO Passenger Section

5 J.2.6 Load Control Section

	Load Control							
Qty	Name	Advanced Party	IOC	FOC	Weight per each	Advanced Party	IOC	FOC
1	public telefonline		1		1		1	
1	base net phone		1		1		1	
2	work stations	2			5	10		
1	ink jet color printer	1			5	5		
1	copy machine		1		10		10	
1	fax machine11010	1			10	10		
3	hand held radios with head sets	3			1	3		
2	white boards		1		1		1	1
2	tables	1	1		20	20	20	
4	chairs	2	2		5	10	10	
1o	office consumables	1			10	10		
1	fridge				80			80
2	mobile phones	2			1	2		
5	high visibility vests	5			0.1	0.5		
1	tent	1			1000	1000		
1	FOD basket		1		5		5	
5	lockable boxes	5			5	25		
	Sum kg					1095.5	48	81
	Total					1224.50		

Table 12 CATO Load Control Section

5 J.2.7 Summary

Weight Advanced Party in kgs:		12.450,30
Weight IOC in kgs:		92.294,00
Weight FOC in kgs:		81.071,00
Total Deployed Weight CATO in kgs:		185.815,30

Table 13 CATO Summary

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CHAPTER 5 ANNEX K
ENGINE RUNNING ON/OFF LOAD (ERO)[7]

5.K.1 GENERAL

ERO refers to the rapid loading and unloading of troops, vehicles and man-portable equipment with the aircraft engines still running. It reduces the ground time of the aircraft, thereby increasing the flow of aircraft through the APOD and reducing the time spent in potentially hostile conditions.

5.K.2 LOAD SUITABILITY

Generally, troops, vehicles and man-portable equipment are suitable candidates for ERO but careful consideration must be given to the nature of each particular load. Nations are required to provide drivers for all vehicles. The following loads should only be subject to ERO under exceptional circumstances:

1. Loads that require a prime mover vehicle or Aircraft Handling Equipment to facilitate the onload/off load.

2. Large tracked/wheeled loads where communication with the driver is of prime importance.

3. Any load requiring the use of the aircraft winch.

4. Any load where injury to personnel or damage to the aircraft may result.

5.K.3 AUTHORIZATION

This procedure is only to be used where operationally necessary due to the dangers that exist around the aircraft and must be used in close liaison between aircrew and Movement Team Personnel. EROs may be authorized in the following situations depending on national restrictions:

[7] Information duplicated in ATP-3.3.4.3 Chapter 4 Annex E

1. When an ALCC (or Combined Air Terminal) has been established, on the proviso that other nations' movement personnel have been trained to conduct EROs.

2. When specifically tasked by the Headquarter (HQ) with operational control of the aircraft of participating countries.

3. On an exceptional basis with the joint concurrence of the AC / Movement Team Leader. This decision may need to be justified on return to base.

5.K.4 MOVEMENT TEAM AND AIRCREW RESPONSIBILITIES

1. A Movements Team may form part of the support crew on an aircraft or as the team operating from a forward airhead.

2. The aircrew maintain control of the ERO in accordance with their respective standard operating procedures and the Loadmaster assumes overall control of the freight bay during loading and unloading operations of an ERO. The Movements Team is responsible for the control of loading and unloading operation outside of the cargo area. It is essential that the Movements Team Leader and the Loadmaster maintain close liaison during loading and unloading operations.

3. Movement Team Leaders are to abide by these procedures and are to supervise closely the safe actions of Movements Team personnel, vehicle drivers and troops being enplaned and deplaned.

4. Control of access to the aircraft rests with the Loadmaster.

5.K.5 PERSONNEL REQUIREMENTS

Personnel requirements need to be based on conditions, nature and amount of cargo and/or passenger loading/unloading. The number should be a part of pre-mission coordination.

5.K.6 PERSONAL EQUIPMENT REQUIRED

All Movements Team Personnel should be in possession of:

1. Safety goggles.

2. Gloves and ear defenders.

3. Reflective garments (belts, vests) for use at night during non-tactical movements.

4. Combat equipment in line with national requirements for tactical exercises and operations.

5.K.7 TEAM EQUIPMENT REQUIRED

The Movements Team should be in possession of the following equipment:

1. Extra ground loading ramps as available.

2. For night operations, marshalling wands or chemical lights.

5.K.8 TEAM BRIEFING

The Movements Team Leader (MTL) is to brief personnel thoroughly on the handling of ERO designated aircraft. The MTL is to ensure that the team is aware of:

1. The formation/emergency meeting area.

2. The route and approach of the aircraft to the offload / onload site.

3. Their route to and from the aircraft.

4. The load aboard the aircraft and the unloading sequence.

5. The position and role of each team member, including aircraft and vehicle marshals.

6. The specific orders relating to individual instructions and signals to be given to Movements Team personnel or passengers.

7. Support equipment position (Aircraft Ground Equipment, Movements Handling Equipment).

5.K.9 COMMUNICATING WITH THE INBOUND AIRCRAFT

The Movements Team Leader will ensure that the AC has been briefed with regard to:

1. The aircraft parking area.

2. Onload and offload, to include whether the aircraft's crew expects an ERO.

3. Any safety considerations for aircraft movement whilst on the ground and/or loading and unloading.

5.K.10PREPARATORY ERO PROCEDURES

1. Aircraft Marshalling. If there are no ground engineering staffs available, and the situation allows, the Team Leader is to detail a qualified movement team member to marshal the aircraft.

2. Team Positioning Inside Aircraft. If the Movements Team is on the inbound aircraft, restraint may be reduced to the minimum during the taxi-in, which for standard vehicles would be at minimum chains fore and aft or as per national procedures. If already on the ground, the team is to be positioned at the designated meeting point; which is clear of engine exhaust, outside of the aircraft turning circle and at a minimum distance from the aircraft of 30m/100 ft. The team must remain in this position until the team leader has received the all clear signal from the Loadmaster indicating that the aircraft and crew are ready and that the team is clear to approach the rear cargo door.

3. Approach to the Aircraft. The team is to walk parallel to the aircraft wing at a distance of at least 25m / 75 ft to the aft of the aircraft ramp. Once on the centreline, walk towards the rear of the aircraft staying clear of the ramp until it is fully grounded. This is the ‘safe route’.

4. Liaison with the Loadmaster. The Movements Team Leader is responsible for liaising with the Loadmaster:

   a. Collecting the inbound manifests (where applicable).

   b. Briefing the Loadmaster on the actions of the Movements Team personnel.

   c. Informing the Loadmaster to brief onboard passengers on deplaning instructions.

   d. Providing the Loadmaster with details of outbound loads where applicable. This should be limited to weight and distribution of the upload only (ideally passed to the Loadmaster inbound to the airfield) to enable basic trim calculations.

5. Due to the nature of EROs and the need to control access to the aircraft closely, other tasks are required in addition to purely loading and unloading an aircraft:

   a. The Team Leader, or nominated deputy, is to act as the ER Ground Co-coordinator taking position at the marshalling point 25m / 75ft behind the aircraft ramp in order to control all movement between the reception area and the rear of the aircraft. No one is to be allowed access to the rear of the aircraft unless specifically cleared by the ERO Ground Coordinator as directed by the Loadmaster.

b. If aircraft engines are left running on both wings, 2 additional ground team members are to be appointed to act as wingmen (one at the end of each wing) for the entire time of the ERO to ensure that no personnel encroach into the danger area. This may be reduced to one wingman if an engine or engines are running on only one wing. The use of wingmen may not be feasible in some operational circumstances.

c. When several aircraft are aligned in trail formation, loading/unloading EROs must not be conducted unless absolutely essential (e.g. a/c is receiving ground fire). Instead, aircraft should taxi in and park 45 degrees parallel to the taxiway for this type of operation.

5.K.11UNLOADING FULL PASSENGER-FIT AIRCRAFT

Primarily the team will release the net/straps from the baggage/equipment stack (if any). Passengers travelling on the aircraft may be utilised to assist with this task. On a signal from the ERO Ground Co-ordinator, the passengers will be directed along the safe route to their reception area:

1. Passengers will move directly aft of the aircraft a minimum of 15m/50 ft before stopping and 90m/300 ft before turning.

2. Passengers will remain in the control of the ERO Ground Co-ordinator or a designated representative until their arrival at the control point.

5.K.12VEHICLE/PASSENGER LOADS

Prior to landing, the Loadmaster will brief all personnel in the cargo compartment regarding their locations, duties, and responsibilities during the ERO.

1. Brief drivers on the following items:

   a. Exact offload procedures and applicable signals to be followed.

   b. When cleared by the Loadmaster, to assume their position.

   c. Actuate brake pedal sufficiently to ensure brakes are operational.

d. That for vehicles requiring a build-up of air pressure to provide brake pressure build-up must be delayed until engine start.

e. Vehicle engines are not to be started until the aircraft comes to a complete stop, cargo ramp and door are open, and only when directed by the Loadmaster.

f. Vehicle parking brakes will not be released until all restraint is removed and cleared by the Loadmaster.

g. Vehicles will proceed directly aft of the aircraft at least 15 m/50 feet before turning and/or 100 m/300 feet before stopping.

2. Brief troops on the following items:

a. Secure baggage aboard vehicles, if applicable.

b. Deplane when directed by the Loadmaster.

c. Proceed directly aft of the aircraft at least 15 m/50 feet before turning and/or 90 m/300 feet before stopping.

3. Unless cargo size or location dictates otherwise, troops are to be offloaded before the cargo is offloaded and enplaned after cargo is loaded. Once this is complete, the traffic team will start/complete unlashing the most aft vehicles first; moving forward, lashings must be clear of the vehicle tread ways to avoid damage to the aircraft floor. While this is happening the vehicle drivers are to be briefed on their route to the reception area by the Loadmaster or Movements Team Leader. The Loadmaster will direct all onload and offload operations using pre-briefed signals. Other qualified Loadmasters (ALCC, aerial port) may perform these duties; however the Loadmaster retains overall responsibility for the operation. Once the ERO Ground Co-coordinator is satisfied that all the lashings are clear of the tread ways, and the Movements Team is clear, the vehicles are to be marshalled along the safe route to the reception area. Personnel on/offload through the aft cargo door and ramp.

a. Passengers will be escorted by a crewmember or qualified airport or airfield control personnel, when loading or unloading through the aft door and ramp.

b. Auxiliary ground loading ramps should be used.

4. Personnel onload and offload through the crew entrance door only.

a. Normally Loadmasters on interphone will place themselves with cord held taut at approximately 7 m/20 feet at an angle of 45 degrees from the aircraft axis.

b. Brief unloading personnel to secure loose articles and remain forward of the interphone cord.

c. No onloading personnel should approach the aircraft until the Loadmaster is in place.

5.K.13OUTBOUND LOADS

In general outbound loads are governed by the same principles as the inbound loads.

5.K.14PREPARATION

All vehicles and trailers are to be checked that they have been prepared in accordance with ICAO TI/IATA-DGR or National Dangerous Good Regulations as previously agreed to by movement control authorities of the participating nations. Passengers are to be briefed to ensure that all weapons have been made safe (with safety catches applied) and that they are carrying no undeclared dangerous articles.

5.K.15LOADING

1. Engine running offload. When loading for an engine running offload, all trailers and vehicles should be loaded in a manner to permit an expeditious offload, normally trailers and vehicles will be reversed in to be driven off expeditiously.

2. Engine running onload. When loading for an engine running onload, all vehicles should be loaded in the most expeditious manner.

NOTE:

Once the lashing is complete, the passengers may be enplaned using the approach method and safe route. Conditions permitting, prior to aircraft departure, a foreign object sweep should be carried out. The Movements Team Leader is to confirm to the Loadmaster that the foreign object sweep is complete and that the Movements Team has all departed aircraft and is safely located at the designated meeting point.

5.K.16HEALTH AND SAFETY

Whilst time is of the essence in carrying out EROs, safety is paramount and must be considered at every stage. Sound preparatory work will greatly ease the situation. However, if at any stage it appears that the ERO is putting personnel or the aircraft in danger, the Loadmaster or another member of the crew is to be informed to cancel the engines running aspect of the onload/offload.

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CHAPTER 6 DANGEROUS GOODS

6.1 GENERAL

There are many references dealing with DG which include, but are not limited to AASTP-1, AASTP-3, ICAO TI, IATA DGR, UN Orange Book, and AOP-38. In order to limit duplication this chapter will only focus on the information related to DG which is relevant to Air Movements. Direction on transport of DG by NATO Alliance aircraft is compiled in AMovP-6, particular in the Part VI deals with both fixed and rotary wing air transport of DG.

6.2 DEFINITION OF DANGEROUS GOODS

The term “DG” is well defined and can be found in both, NATO publication AOP-38 and in ICAO-TI/IATA-DGR. Any national deviations to these definitions are listed in the country specific deviation listings of AMovP-6.

6.3 RESPONSIBILITIES

The Air Movements organisation plays an essential role in the safe and swift conduct of Air Transport Operations. With regard to DG Air Movements include:

1. Safe Loading/unloading of DG consignments;

2. Validation of DG classification ;

3. Validation of compliance with relevant packaging instructions;

4. Validation of compliance with marking and labelling requirements;

5. Validation of requisite DG documentation;

6. Prepare DG for Air Transport;

7. Dispatch the DG as appropriate in function of storage condition requirements or compulsory safety distances;

8. Establish the NOTOC;

9. Take appropriate actions in case of non-compliance of delivered DG;

10. Diplomatic Clearance – Prior Permission Required (PPR);

11. Hidden DG. ICAO-TI/IATA DGR provides a detailed list of potentially hidden DG. Whilst national shippers are responsible to ensure that their consignment is checked for and is in compliance with this provision, cargo and PAX processing staff must also be aware of these provisions and comply with them.

When dealing with DG, every individual involved in Air Movements should consider security requirements and identify potential risks commensurate with their responsibilities. Identified and assessed risks will have to be managed (avoid, reduce, accept, transfer).

6.4 CLASSIFICATION

The UN system for classification of DG is to be used. Not all UN recommendations will necessarily be acceptable for military purposes. In that case AASTP-3 describes the considerations and criteria used to assess the correct classification code.

6.5 DEVIATIONS

While it is recognized that the Recommendations of the Committee of Experts on the transport of DG (UN Orange Book) as reflected in the ICAO TI/IATA DGR form the baseline for the Air Transport of DG within NATO, this does not prevent nations to issue supplementary instructions (more or less restrictive). When the Air Transport is performed by another member nation the sending nation will ensure that either ICAO/IATA standards are met but also that national regulations are adhered to in order to facilitate the obtainment of the Load Clearance. This process can be anticipated by means of pre-established agreements such as bi-lateral agreements or more ambitious multinational agreements. In the absence of already agreed procedures, waivers in respect of Packaging, Compatibility, items Forbidden for carriage on passenger aircraft and items “Forbidden/Forbidden” for carriage on cargo aircraft can be issued under exceptional circumstances by national competent authorities. The list of national competent authorities can be found in the AMovP-6, Annex B, Table 6.1-5-B-1. Operational requirements may necessitate variations from these regulations and are covered in AMovP-6, Annex A, Table 6.1-2-1.

6.6 PACKING

Due to the possible serious consequences to flight safety, due diligence and special attention should be paid to the packing of the DG. The necessary instructions are to be found in ICAO TI/IATA DGR Section 6/UN Orange Book. As a general principle the packages should be prepared to ensure they are fully compliant with applicable packaging instructions. In such a way that their do not subsist any doubt with regard to their integrity. Any deviation to the prescribed packaging instructions or request for transportation of Forbidden and “Forbidden/Forbidden” DG, will be subject to a waiver from the appropriate national authority.

6.7 MARKING AND LABELLING

The packages containing DG should be appropriately marked and labelled in accordance with ICAO TI/IATA Section 7/UN Orange Book in order to differentiate DG from non-DG but also to differentiate DG with other DG (compatibility) to apply the adequate handling and loading procedures.

6.8 DOCUMENTATION

DG should be accompanied by two copies (of which at least one must be the original) of the so called “Shipper’s Declaration” (see Annex B) by which the sender declares that the DG fully complies with the prescribed ICAO TI/IATA-DGR or, in case of a waiver, with the specific instructions of the national authority. In the case of specific instructions, they will have to accompany the package to allow for control. The “Shipper’s Declaration” must be signed by an ICAO/IATA certified person.

6.9 ICAO/IATA CHECKLIST

At the reception of DG they will be inspected by CATO personnel using the recommended ICAO/IATA Checklist (see Annex C). The completed checklist will be enclosed with the shipper’s declaration in order to allow the loadmaster to quickly check and approve the packages containing DG for transport. In principle, any DG which does not meet the prescribed criteria for Air Transport might be refused and sent back to the sender together with the completed checklist. In some instances, this might need to be mitigated in light of operational requirements.

6.10 HANDLING

Any handling of DG should be done by qualified personnel and must be executed with all applicable precautions. DG will only be handled if following conditions are met:

1. DG are individually packed and meet the appropriate UN standards with regards to the means of containment;

2. All packages must be in good conditions;

3. All items in the packages and over-packs are compatible with each other;

4. All packages are properly marked and labelled;

5. All items are properly certified or have had a waiver issued by the competent authority.

Furthermore the following precautions are to be taken into consideration[8]:

1. Ventilate the aircraft;

2. Placard the aircraft (normally only required for loading and unloading DG operations);

3. Apply non-smoking policy;

4. Appropriate fire extinguisher must be available;

5. Stow cargo away from heater outlets;

6. Use protective clothing and equipment as appropriate;

7. Notify radiation safety personnel in case of damage to radioactive materials;

8. Pay attention to special handling requirements (e.g. Segregation distances between different loads);

9. Cease load/offload of explosives and refuelling operations in lightning conditions;

10. Monitor distance from other aircraft and build-up areas when loading/unloading explosives.

In addition packages containing DG will be stowed in such a manner that they will be easily accessible during the flight and that they can easily be jettisoned, excepted in the aircraft whose crew do not have access to the cargo compartment (i.e. A-310, B-707, etc.).

[8] Information duplicated in ATP-3.3.4.3. Chapter 4

6.11 STORAGE

1. The respect of the applicable instructions with regard to the storage of DG in general and of ammunitions and explosives in particular also requires special attention. In principle ammunitions have to be transferred to a segregated area either to be put in a protective storage awaiting air transport or pick-up, either remaining in the aircraft in which case it will be parked in a so called “Hot Cargo Area” in order to respect the applicable safety distances. Details on the distances to be observed and on a variety of recommendations can be found in AMovP-6.

2. Other DG, based on their classification will have to be stored in accordance with the ICAO TI/IATA-DGR.

6.12 FUEL

Vehicles, machines or other equipment with unpurged engines or with fuel in tanks shall meet the prescribed standards (ICAO TI, Part 4 Chapter 11 and IATA DGR, Section 5.9.). Fuel servicing trucks and trailers are not to be transported by air unless the bulk tank is purged of fuel. Only jerrycans meeting the UN standards will be used for the transport of flammable liquid fuel. Additionally, jerrycans will be secured in racks in order to prevent movement/leakage during the flight or separated by means of cushioning material in order to avoid metal-to-metal contact.

6.13 LIST OF NATIONAL COMPETENT AUTHORITIES

See AMovP-6, Annex B, Table 6.1-5-B-1.

6.14 NOTIFICATION TO CAPTAIN (NOTOC)

The aircraft commander has to be briefed on the DG contained in the cargo. A sample template, which has to be signed by the Aircraft Commander, is to be found in Annex A. Following points will be covered:

1. UN class of DG;

2. Proper shipping name;

3. Class & division when any type of explosive is involved;

4. Net Explosive Weight (NEW)/NEQ for all class or division 1.1, 1.2 and 1.3 explosives and gross weight of blasting agent aboard the aircraft;

5. Gross weight of DG other than the explosives;

6. Passenger restrictions;

7. Written notification indicating “Prior Permission Required (PPR)” obtained from the next base to be visited;

8. Smoking restrictions;

9. Flight plan annotation requirements;

10. Security classification, if appropriate;

11. Notification of the requirement to contact the next base to be visited at least 30 minutes prior to landing;

12. Placard requirements;

13. Escort team requirements, if applicable;

14. Other special handling requirements;

15. Cargo documentation and loading procedures.

6.15 TRAINING AND CERTIFICATION

Due to the potential high risk involved, nations are to make sure that all persons involved with the preparation, handling and offering for transport of DG consignments have received proper initial and continued training in accordance with ICAO TI, Section 1-4 and IATA-DGR, Section 1.5. It is even more critical for military personnel to have completed their national DG speciality qualification, as civilian courses (i.e. ICAO/IATA) are not sufficient in scope to address special military requirements. Training and qualification details of personnel involved in the handling, preparation and offering for transport of DG is detailed in AMovP-6. Furthermore, relevant aspects of security are to be covered during this training.

CHAPTER 6 ANNEX A NOTIFICATION TO CAPTAIN (NOTOC) – DANGEROUS GOODS

AWB-No.					Registration A/C						
Station of Loading					Station of Unloading						
Proper Shipping Name	Class or Division	UN-No./ ID-Nr.	Packing Group	Subsidiary Risk	ERG-Codex	No. of Pieces	Net Quantity per piece	Loading Position	No. of Unit Load Device	CAO	State Variations
There is no evidence that any damaged or leaking packages containing dangerous goods have been loaded on the A/C. The stated loading position is identical with the actual loading position. Loading regulations have been adhered to. Responsible Loading Authority Name Rank/Title Signature					NOTOC list handed over to captain. The original remains on board/in cockpit, the copy remains at the station of loading. Captain Name Rank/Title Signature						

Table 14 NOTOC

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CHAPTER 6 ANNEX B SHIPPER'S DECLARATION

SHIPPER'S DECLARATION FOR THE AIR TRANSPORTATION OF DANGEROUS GOODS / VEHICLES

Shipper:	Airway bill No: …….. Page ….. of ….. Pages Shipper's Reference No (optional): ……
Consignee:	*For optional use for Company logo name and address*
Two completed and signed copies of this declaration must be handed to the operator **TRANSPORT DETAILS**	**WARNING** **Failure to comply in all respects with the applicable dangerous goods regulations may be in breach of the applicable law, subject to legal penalties.**
Airport of destination:	Shipment type (delete non-applicable): NON-RADIOACTIVE / RADIOACTIVE

NATURE AND QUANTITY OF DANGEROUS GOODS

UN Number or Identification Number, proper shipping name (PSN), Class or Division (subsidiary risk), packing group (if required), and all other required information

Additional handling information:

I hereby declare that the contents of this consignment are fully and accurately described above by the proper shipping name, and are classified, packaged, marked and labelled / placarded, and are in all respects in proper condition for transport according to applicable international and national governmental regulations. I declare that all of the applicable air transport requirements have been met.	Name/title of signatory Place and date Signature (see warning above)

Figure 6 SHIPPER'S DECLARATION

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CHAPTER 6 ANNEX C DANGEROUS GOODS CHECKLIST FOR A NON-RADIOACTIVE SHIPMENT

The recommended checklist appearing on the following pages is intended to verify shipments at origin. Never accept or refuse a shipment before all items have been checked.

Is the following information correct for each entry?

SHIPPERS DECLARATION FOR DANGEROUS GOODS (DGD)	**YES**	**NO***	**N/A**
1. Two copies in English and in the IATA format [8.1.1, 8.1.2]	☐	☐	
2. Full name and address of Shipper and Consignee [8.1.6.1, 8.1.6.2]	☐	☐	
3. If the Air Waybill number is not shown, enter it. [8.1.6.3]	☐		
4. The number of pages shown [8.1.6.4]	☐	☐	
5. If full name of Airport or City of Departure or Destination is not shown, enter it. [8.1.6.6 and 8.1.6.7]	☐		
6. The non-applicable Aircraft Type deleted [8.1.6.5]	☐	☐	
7. The word “Radioactive” deleted [8.1.6.8]	☐	☐	
Identification			
Note: *Alternative sequence acceptable*			
8. UN or ID Number, preceded by prefix [8.1.6.9.1, Step 1]	☐	☐	
9. Proper Shipping Name and the technical name in brackets for asterisked entries [8.1.6.9.1, Step 2]	☐	☐	
10. Class or Division, and for Class 1, the Compatibility Group, [8.1.6.9.1, Step 3]	☐	☐	
11. Subsidiary Risk, in parentheses, immediately following Class or Division [8.1.6.9.1, Step 4]	☐	☐	☐
12. Packing Group [8.1.6.9.1, Step 5]	☐	☐	☐
13. Confirm application of relevant special provisions	☐	☐	☐
Quantity and Type of Packing			
14. Number and Type of Packages [8.1.6.9.2, Step 6]	☐	☐	
15. Quantity and unit of measure (net, or gross, as applicable) per package [8.1.6.9.2, Step 6]	☐	☐	
16. When different dangerous goods are packed in one outer packaging, the following rules are complied with:			
– Compatible according to Table 9.3.A. (note exception for chemical kits/first aid kits. See Packing Instructions 915 and Y915]	☐	☐	☐
– UN packages containing Division 6.2 [5.0.2.11(c)]	☐	☐	☐
– “All packed in one (type of packaging)” [8.1.6.9.2, Step 6(f)]	☐	☐	☐
– Calculation of “Q” value must not exceed 1 [5.0.2.11; 5.0.3.2; 8.1.6.9.2, Step 6(g°]	☐	☐	☐
17. Overpack			
– Wording “Overpack Used” [8.1.6.9.2, Step 7]	☐	☐	☐
– Compatible according to Table 9.3.A. [5.0.1.5.1 and 5.0.1.5.3]	☐	☐	☐
Packing Instructions			
18. Packing Instruction Number [8.1.6.9.3, Step 8]	☐	☐	
Authorizations			
19. Wording “Limited Quantity” or “Ltd. Qty.” if “Y” packing instruction used [8.1.6.9.4, Step 9]	☐	☐	☐
20. The Special Provision Number if A1, A2, A51, A81 or A109 [8.1.6.9.4, Step 9]	☐	☐	☐
21. Indication that governmental authorization is attached, including a copy in English [8.1.6.9.4, Step 9]	☐	☐	☐
22. Additional approvals for other items under [8.1.6.9.4, Step 9]	☐	☐	☐
Additional Handling Information			
23. The mandatory statement shown for self-reactive and related substances of Division 4.1 and organic Peroxides of Division 5.2, or samples thereof and for PBE [8.1.6.11.1, 8.1.6.11.2 and 8.1.6.11.3]	☐	☐	☐
24. Name and Telephone Number of a responsible person for Division 6.2 Infectious Substance shipment			

	YES	NO*	N/A
[8.1.6.11.4]	☐	☐	☐
25. The air transport statement included [8.1.6.12]	☐	☐	
26. **Name and Title (or Department) of Signatory, Place and Date** indicated [8.1.6.13 and 8.1.6.14]	☐	☐	
27. **Signature** of Shipper [8.1.6.15]	☐	☐	
28. **Amendment** or alteration signed by Shipper [8.1.2.6]	☐	☐	☐
AIR WAYBILL – HANDLING INFORMATION			
29. The statement: "Dangerous goods as per attached Shipper's Declaration" or "Dangerous Goods as per attached DGD" [8.2.1(a)]	☐	☐	
30. "Cargo Aircraft Only" or "CAO", if applicable [8.2.1(b)]	☐	☐	☐
31. Where non-dangerous goods are included, the number of pieces of dangerous goods shown [8.2.2]	☐	☐	☐
PACKAGE(S) AND OVERPACKS			
32. Packaging conforms with packing instruction and is free from damage or leakage [9.1.1.3]	☐	☐	
33. Same number and type of packagings and overpacks delivered as shown on DGD [9.1.1.3]	☐	☐	
Markings			
34. UN Specification Packaging, marked according to 6.0.4 and 6.0.5:			
– Symbol and Specification Code	☐	☐	☐
– X, Y or Z meets or exceeds Packing Group/Packing Instruction requirements	☐	☐	☐
– Gross Weight within limits (Solids or Inner Packagings)	☐	☐	☐
– Infectious substance package marking [6.0.6]	☐	☐	☐
35. The UN or ID number(s) [7.1.5.1(a)]	☐	☐	
36. The Proper Shipping Name(s) including technical name where required [7.1.5.1(a)]	☐	☐	
37. The full name(s) and Address(es) of Shipper and Consignee [7.1.5.1(b)]	☐	☐	
38. The Net Quantity of Explosives and Gross Weight of the package for Class 1 items [7.1.5.1(c)]	☐	☐	☐
39 For consignments of more than one package of Classes 2 to 6 & 8 the net quantity, or gross weight followed by "G", as applicable, marked on the packages [7.1.5.1(d)]	☐	☐	☐
40. Carbon Dioxide, Solid (Dry Ice), the net quantity marked on the packages [7.1.5.1(e)]	☐	☐	☐
41. The Name and Telephone Number of a responsible person for Division 6.2 Infectious Substances shipment [7.1.5.1(f)]	☐	☐	☐
42. The Special Marking requirements shown for Packing Instruction 202 [7.1.5.1(g)]	☐	☐	☐
43. Limited Quantity packagings marked: "LIMITED QUANTITY" or "LTD. QTY." [7.1.5.3]	☐	☐	☐
Labelling			
44. The label(s) identifying the Primary risk as per 4.2, Column E [7.2.3.2; 7.2.3.3(b)]	☐	☐	
45. The label(s) identifying the Subsidiary risk next to Primary risk label(s), as per 4.2, Column E [7.2.3.2, 7.2.6.2.3]	☐	☐	☐
46. Cargo Aircraft Only label, on the same surface near the Hazard label(s) [7.2.4.2; 7.2.6.3]	☐	☐	☐
47. "Orientation" labels, if applicable [7.2.4.4]	☐	☐	☐
48. "Magnetized Material" label, if applicable [4.2, Column E, 7.2.3.10 and 7.2.4.1]	☐	☐	☐
49. "Cryogenic Liquid" labels, if applicable [7.2.4.3]	☐	☐	☐
50. "Keep Away From Heat" label, if applicable [7.2.4.5]	☐	☐	☐
51. All above labels correctly affixed [7.2.6] and all irrelevant marks and labels removed [7.1.1; 7.2.1]	☐	☐	
For Overpacks			
52. Packaging Use markings and hazard and handling labels, as required must be clearly visible or reproduced on the outside of the overpack [7.1.4.1, 7.2.7]	☐	☐	☐
53. The word "Overpack" marked if all markings and labels are not visible [7.1.4]	☐	☐	☐
54. "Cargo Aircraft Only" restrictions [5.0.1.5.3]	☐	☐	☐
GENERAL			
55. State and Operator variations complied with [2.9]	☐	☐	☐
56. Cargo Aircraft Only shipments, a cargo aircraft operates on all sectors.	☐	☐	☐

Comments:

_____

_____

_____

_____

_____

_____

Checked by:_____

Place: _____

Signature:_____

Date: _____

Time:_____

***IF ANY BOX IS CHECKED "NO", DO NOT ACCEPT THE SHIPMENT AND GIVE A DUPLICATE COPY OF TI COMPLETED FORM TO THE SHIPPER.**

Figure 7 DANGEROUS GOODS CHECKLIST FOR A NON-RADIOACTIVE SHIPMENT

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CHAPTER 7 MISCELLANEOUS

7.1 GENERAL

To improve multinational Air Movements also other factors - especially in the field of procurement - have to be considered, which are not mentioned in the previous chapters. This chapter identifies common factors for all NATO nations to apply when participating in multinational Air Movements.

7.2 AIR TRANSPORT PALLETS

Nations agree to fulfil the standardization criteria for their air transport pallets as laid down in Annex A.

7.3 TIE DOWN FITTINGS

Nations agree to fulfil the design criteria for the standardisation of tie-down fittings on air transported and air-dropped equipment and cargo which weigh over 2.000 lbs (1.000kg) as laid down in Annex B.

7.4 DESIGN AND PROVISION OF ADAPTORS

1. Nations agree to define national responsibility for the design and provision of any adaptors necessary to ensure the compatibility of one nation’s air cargo loading, securing, unloading or dropping (handling) systems when used with aircraft or handling equipment of another nation.

2. Whilst the ideal of complete standardization of air cargo handling systems, both ground items and aircraft role equipment should be the ultimate aim, compatibility of the equipment of one nation with that of other nations is to be achieved to the maximum degree possible. This will give rise to the need to design and to arrange, supply of adaptors or modification parts for attachment to, or incorporation in, either aircraft role equipment or cargo handling equipment, including air transport pallets and air drop platforms.

3. Responsibilities and procedures are detailed in Annex C.

7.5 RESTRAINT OF CARGO IN FIXED WING AIRCRAFT

Although Nations have different procedures regarding the restraint of cargo, there are established minimum ultimate aircraft restraint factors, strength of cargo lashing devices, and strength, locations and sizes of cargo aircraft floor tie-down fittings.

These criteria apply to fixed wing aircraft specifically employed on operation and exercises.

Nations issue instructions that all future equipment procured for its forces will be manufactured in accordance with the specifications detailed in Annex D. No retrofit action is necessary.

7.6 GROUND SECURITY MEASURES AGAINST AIRCRAFT SABOTAGE / HIJACKING

1. Protection of transport aircraft against potential sabotage, hijacking or unlawful interference depends primarily upon the effectiveness of ground security procedures. Effective measures to identify, segregate, inspect, and control access to air transported passengers, baggage, cargo and mail will assist in the elimination or defeat of such threats.

2. Fundamental ground security procedures are established to safeguard against potential sabotage, hijacking or unlawful interference of NATO air transport aircraft involved in combined airlift operations.

3. Nations agree to comply with the instructions below to prevent or defeat any attempt to sabotage or hijack military or civilian aircraft under the control of the commander of a NATO combined airlift operation while such aircraft are:

   a. Parked at a Combined Air Transport Operation facility;

   b. Being loaded with passengers, cargo or mail; and

   c. Being unloaded.

4. The responsibilities and procedures shown in Annex E shall apply in NATO Combined Airlift Operations and are applicable when such operations involve the use of military aircraft or other aircraft used in military services, including aircraft under military control or under charter to military agencies.

CHAPTER 7 ANNEX A
CHARACTERISTICS OF AIR TRANSPORT (AIRLANDED) PALLETS FOR CARRIAGE INTERNALLY

7.A.1 GENERAL

1. Participating nations agree that the pallet criteria described below will apply to air transport pallets that lock in aircraft restraint systems and are supported by aircraft conveyor systems. All future equipment procured for national forces should be manufactured in accordance with the specifications detailed in this annex. No retrofit action is necessary.

2. Nations are to use the format at Appendix 7-A-1 when providing information on their own pallets to other nations.

7.A.2 DESIGN

1. For design purposes, air transport pallets shall have the following configuration:

2. The pallet shall have a continuous flat bottom and shall be 108 inches (2.743 metres) in width and 88 inches (2.235 metres) in length. Tolerance on both dimensions shall be minus 0.125 inches (3.18 mm).

3. Tie down rings or other devices shall be incorporated around the outer periphery to secure cargo lashings. The rings or devices shall not interfere with movement of the pallet (loaded or unloaded) through the aircraft cargo handling systems.

4. The load configuration will be taken to be a10,000 lb (44.48 kN) load, uniformly distributed over the total load bearing surface of the pallet, with a vertical centre of gravity 48 inches (1.219 metres) above the pallet top surface.

5. Any fittings, lip rails or other accoutrement which form part of the pallet shall not increase its overall size beyond 88" x 108" (2.235 m x 2.743 m).

7.A.3 PERFORMANCE

1. When supporting the load in paragraph 3.c., the pallet, with lashings shall restraint the load in accordance with the terms of Chapter 5.

2. When supporting the load in paragraph 3.c., the pallet shall be capable of being lifted, without permanent deformation, by means of a fork lift truck with 70 inches (1.778 metres) long by 8 inches (0.203 metres) wide forks spaced 42 inches (1.067 metres) centre to centre.

3. The pallet shall be capable of withstanding the following environmental conditions:

a. Salt sea atmosphere.

b. Rain.

c. Temperature ranging from –65°F to + 160°F (-54°C to +71°C).

4. The pallet shall be capable of carrying, 2, 3 or 4 of either of the two general purpose land pallets described in STANAG 2828.

CH 7 ANNEX A APPENDIX 1
TECHNICAL INFORMATION SHEET

Serial Nr	SUBJECT	DETAILS
1	Equipment designation	
2	Type	
3	Purpose	
4	Shape	
5	Material	
6	Components	
7	Weights: a. Unloaded b. Loaded c. Max. Load	
8	Detailed dimensions: a. Length b. Width c. Height	
9. a. 9. b.	Restraint System - Cargo to pallet Restraint System - Pallet to aircraft	
10. a. 10. b.	Restraint Factors - Cargo to pallet Restraint Factors - Pallet to aircraft	
11	Miscellaneous fittings	
12	Documentation	
13	Storage life and conditions	
14	Enclosed documents	
15	Remarks	
16	Annex (es)	

Figure 8 TECHNICAL INFORMATION SHEET

CHAPTER 7 ANNEX B TIE DOWN FITTINGS ON AIR-TRANSPORTED AND AIR-DROPPED EQUIPMENT AND CARGO CARRIED INTERNALLY BY FIXED WING AIRCRAFT

7.B.1 GENERAL

Participating nations agree that all tie-down fittings to be used on air transported or air-dropped cargo and equipment shall conform to the specifications below. All future equipment procured for national forces should be manufactured in accordance with the specifications detailed in this annex.

7.B.2 VEHICLES, MISSILES AND HEAVY WEAPONS OF MORE THAN ONE METRIC TON

1. Any item weighing over one metric ton (2.200 lbs) which is likely to be transported by air must incorporate tie-down fittings, and/or some other suitable means of restraint.

2. The number and strength of such fittings or lashing attachments should be such as to allow satisfactory lashing in accordance with the rules laid down in Chapter 5.

3. For air transport items which may be placed in an aircraft in the forward or reverse direction, the strength of the tie-down fittings providing longitudinal restraint must be equal in the forward and aft directions.

4. Part of these fittings may consist of:

   a. The towing hooks with which vehicles must normally be provided

   b. The lifting and general purpose rings provided on vehicles and missiles, subject however to compliance by these fittings with the provisions of paragraph 7 below.

5. The special additional tie-down fittings necessary for air transported and air-dropped cargo will take the form of lugs or shackles, the characteristics of which are given in paragraph 7 below. Lugs are defined as fixed or rigid fittings; shackles as movable or hinged fittings.

7.B.3 CHARACTERISTICS OF TIE-DOWN FITTINGS.

SERIAL	CAPACITY	MINIMUM DIAMETER "D"	MINIMUM DIMENSION "H"	MINIMUM DIAMETER OF CROSS SECTION "X"	MINIMUM DIAMETER OF CROSS SECTION "X"	CARGO WEIGHT
	(a)	(b)	(c)	(d)	(e)	(f)
1	22.24 kN (5000 lb)	60 mm (2.36 in)	60 mm (2.36 in)	11 mm (0.43 in)	20 mm (0.79 in)	-
2	44.48 kN (10000 lb)	60 mm (2.36 in)	64 mm (2.50 in)	19 mm (0.75 in)	22 mm (0.87 in)	-
3	111.2 kN (25000 lb)	76 mm (3.00 in)	76 mm (3.00 in)	22 mm (0.87 in)	25 mm (1.00 in)	Above 6810 kg (15000 lb)
4	222.4 kN (50000 lb)	89 mm (3.50 in)	89 mm (3.50 in)	22 mm (0.87 in)	25 mm (1.00 in)	

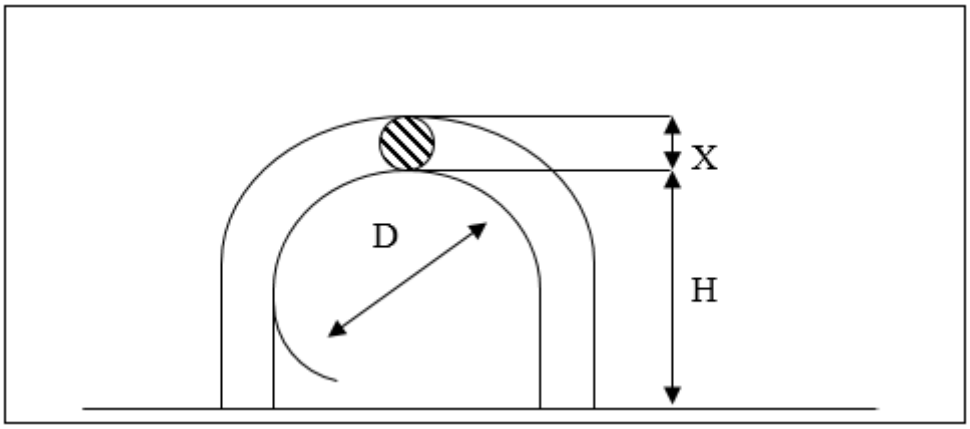


Figure 9 Characteristics of Tie Down Fittings

1. Fittings complying with the characteristics specified in Paragraph 7 should permit the use of lashings defined in CHAPTER 5 in the configuration shown in Appendix 7-B-1.

2. Distribution of the tie-down fittings on the items of equipment. The tie-down fittings should be so positioned that:

a. The whole and each of the principal parts of vehicles (chassis and body) are lashed in accordance with chapter 5.

b. Combat wheeled equipment can be placed in the aircraft with equal ease in either the forward or reverse direction (except for airdrop).

c. Lashing devices are placed symmetrically in relation to the longitudinal axis of the item.

d. Lashing devices shall be as easy as possible to attach to the item and adjust for proper tension.

NOTE:

For any given item, the type and positioning of the tie-down fittings should appear on the sketch accompanying the air transport information which should be part of the technical documentation relating to the item concerned.

7.B.4 GENERAL CARGO, CRATES AND CONTAINERS

Restraint complying with the standards described in CHAPTER 5 can be provided by:

a. A lashing harness or net placed over these items so that they become an integral part of the aircraft.

b. Lashing devices (chains, ropes or straps) used as a lashing harness

7.B.5 ITEMS PACKED ON AIRDROP PLATFORMS OR AIR TRANSPORT PALLETS

The packing materials and techniques used should be such that the item and its support platform or pallet constitutes a single piece, in accordance with the standards laid down before. The support itself (platform or pallet) is so arranged as to be lashed to the aircraft in accordance with these same standards either by means of a special locking device or by the use of conventional lashing devices (chains, webbing, etc.).

CH 7 ANNEX B APPENDIX 1
LASHING CONFIGURATIONS

NOTE:
The strengths shown in column 1 are the maximum that can be applied in any one direction. Fittings should be located on the equipment to give maximum omni-directional restraint. Multiple lashings may be used as shown in the following table:

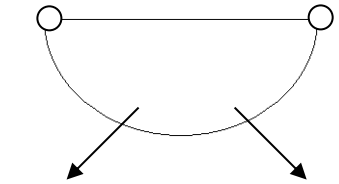
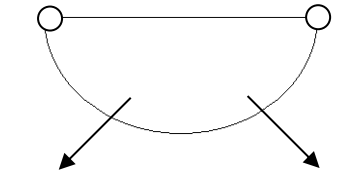
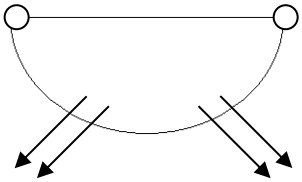
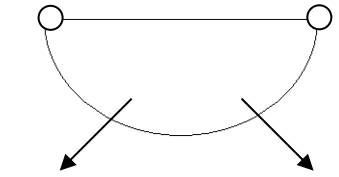
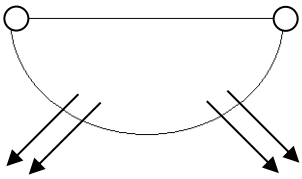
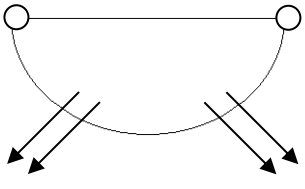
LUG / SHACKLE 5,000 lb (22.3 kN)	 5,000 lb (22.3 kN) 5,000 lb (22.3 kN)	
LUG / SHACKLE 10,000 lb (44.5 kN)	 10,000 lb (44,5 kN) 10,000 lb (44,5 kN)	 5,000 lb (22.3 kN) 5,000 lb (22.3 kN)
LUG / SHACKLE 25,000 lb (111.2 kN)	 25,000 lb (111.2 kN) 25,000 lb (111.2 kN)	 10,000 lb (44.5 kN) 10,000 lb (44.5 kN)
LUG / SHACKLE 50,000 lb (222.4 kN)		 25,000 lb (111.2 kN) 25,000 lb (111.2 kN)

Figure 10 Multiple Lashings

CHAPTER 7 ANNEX C
RESPONSIBILITY FOR THE DESIGN AND PROVISION OF ADAPTORS NECESSARY FOR THE COMPATIBILITY OF AIR CARGO LOADING, SECURING, UNLOADING OR DROPPING SYSTEMS IN FIXED WING AIRCRAFT.

7.C.1 GENERAL

Participating nations agree to adhere to the procedure outlined below.

7.C.2 RESPONSIBILITIES OF A NATION USING AIRCRAFT OF ANOTHER NATION

1. To design any necessary adaptors or modification parts required to make the user nation's air cargo handling systems compatible with the aircraft of the supplying nation.

2. To provision such adaptors or modification parts in such quantities as the user nation considers necessary in the light of potential operational requirements.

3. To make arrangements for the maintenance, storage and supply of such adaptors and modification parts as may be necessary.

4. To request the nation providing the aircraft to do so with such role equipment fitted as may be agreed mutually beforehand.

5. To request from nations supplying aircraft such design and technical data as may be required by the user nation in assessing the needs for adaptors or modification parts.

6. To obtain from nations supplying aircraft, approval of the Technical Specifications of the adaptors the user Nations propose to use

7.C.3 RESPONSIBILITIES OF NATION SUPPLYING AIRCRAFT TO ANOTHER NATION

1. To provide the aircraft fitted with role equipment as agreed with the user nation.

2. To make available such publications, design and technical data of air cargo handling systems as may be required to assist a user nation in the design of necessary adaptors or modification parts to achieve equipment compatibility.

7.C.4 TRIALS OF ADAPTORS

Nations will, by mutual agreement, arrange trials to test from time to time the efficiency of adaptors and modification parts designed.

CHAPTER 7 ANNEX D
MINIMUM FACTORS AND REQUIREMENTS REGARDING THE RESTRAINT OF CARGO IN FIXED WING AIRCRAFT

7.D.1 AIRCRAFT RESTRAINT FACTORS

All cargo, whether or not on pallets or platforms, when carried in aircraft, shall be restrained to the following minimum ultimate factors:

Forward	3.0g
Side	1.5g
Aft	1.5g
Vertical (up)	2.0g

Note 1:

Where the passengers or crew are seated forward of and on the same level as the cargo, the nation supplying the aircraft may provide additional restraint in accordance with national requirements.

Note 2:

Where the National Air Transport Regulations of the country providing the aircraft require higher factors than those above, it is the responsibility of that country to provide the additional restraint required, unless there are structural or other limitations which prevent this, in which case, cargo weights must be reduced as necessary.

7.D.2 LASHINGS

All cargo aircraft will be equipped with lashings of one or more of the following three categories:

5,000 lbs(22.3 kN)

10,000 lbs(44.5 kN)

25,000 lbs(111.2 kN)

Note:

The above figures represent the minimum ultimate strengths of these lashings and afford the best compromise between the metric and avoirdupois systems. Should the metric system be adopted universally, an appropriate revision will be issued.

7.D.3 FLOOR (EXCLUDING RAMPS AND DOORS) TIE-DOWN FITTINGS

The following design criteria shall apply to all future cargo aircraft.

7 D.3.1 Strengths

Floor tie-down fittings shall have minimum ultimate capacities of 5,000 lbs (22.3 kN), 10,000 lbs (44.5 kN) and 25,000 lbs (111.2 kN).

7 D.3.2 Locations

1. The 20 inch (508 mm) grid pattern for tie-down fittings shall be standard for all future transport aircraft with cargo compartment floor widths equal to or less than 126 inches (3.20 m). The floor shall be divided into a grid 20 inches (508 mm) between lines starting with a row of fittings along the centreline of the aircraft cargo compartment. At each intersection of grid lines a tie-down fitting will be installed. On regions of diminishing fuselage cross section of floor width, deviation is permitted for efficient utilization of available space. This does not preclude the provision of additional tie-down points. The 5,000 lbs (22.3 kN) or 10,000 lbs (44.5 kN) fitting shall be located on the 20 inch (508 mm) grid intersection points. Tie-down fittings of 25,000 lbs (111.2 kN) capacity (or higher strength) may be installed to supplement the lower strength fittings and may be installed at optimum locations compatible with the aircraft structural designs.

2. For all future transport aircraft with cargo compartment floor widths greater than 126 inches (3.20 m) the 20 inch (508 mm) grid pattern shall be standard whenever possible. When cost and aircraft design factors prevent the use of 20 inch (508 mm) grid pattern for a particular type of wider body transport aircraft, a standard grid pattern shall be established for that particular type of aircraft. The nation(s) developing the aircraft shall establish the dimensions of the grid pattern such that member nations' air transportable loads, that are physically compatible with aircraft's cargo compartment, can be secured to the restraint factors as laid down above without using excessive cargo floor area or restricting the load location within the aircraft9, thereby providing maximum utilization of the cargo compartment. At each intersection of grid lines, a tie-down fitting will be installed. The 5,000 lbs (22.3 kN), 10,000 lbs (44.5 kN) or 25,000 (111.2 kN) fitting shall be located on the grid intersection points. On regions of diminishing fuselage cross-section of floor width, deviation from the established grid pattern is permitted for efficient utilization of tie-down points.

Note:

In the case of military versions of civilian aircraft, it may not always be possible to implement the provision above.

[9] Load may be restricted for other reasons such as aircraft centre of gravity limits or aircraft cargo floor limits.

7 D.3.3 Dimensions of Floor Tie-Down Fittings

CAPACIT	MINIMUM DIAMETER D	DIAMETER OF CROSS SECTION X		MINIMUM DIAMETER d	MINIMUM DIIMENSION l	MINIMUM DIMENSION w
		MINIMUM	MAXIMUM			
22.3 kN (5000 lb)	60 mm (2.36 in)	9.5 mm (0.38 in)	12.7 mm (0.5 in)	38 mm (1.50 in)	60 mm (2.36 in)	15 mm (0.59 in)
44.5 kN (10000 lb)	60 mm (2.36 in)	9.5 mm (0.38 in)	16 mm (0.63in)	38 mm (1.50 in)	60 mm (2.36 in)	15 mm (0.59 in)
111.2 kN (25000 lb)						

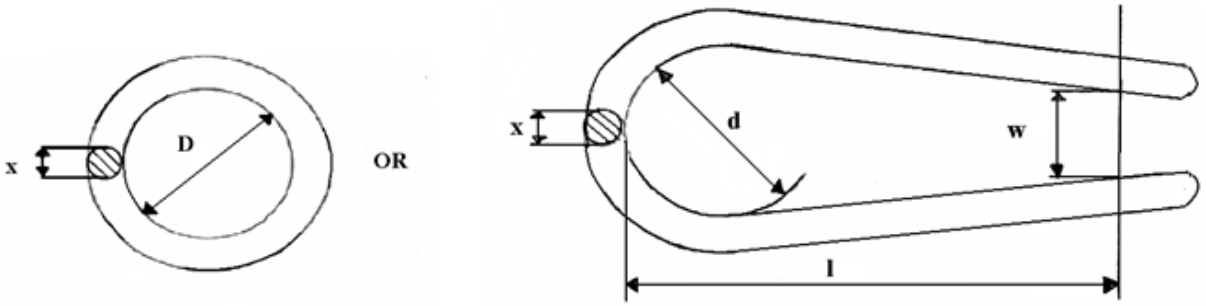


Figure 11 Dimensions of Floor Tie-Down Fittings

Note: The C 160 TRANSALL 25,000 LBS (111.2 kN) tie-down minimum clear opening is 1.828 inches (46.5 mm). Furthermore the cross section "x" is oval shaped with the longer diameter in the direction of pull (0.55 inch x 0.24 inch (14 mm x 12 mm) for 10,000 lbs (44.5 kN) and 0.67 inch x 0.47 inch (17 mm x 12 mm) for 25,000 lbs (111.2 kN) tie-down fittings.

CH 7 ANNEX D APPENDIX 1
RESPONSIBILITIES AND PROCEDURE REGARDING GROUND SECURITY MEASURES AGAINST AIRCRAFT SABOTAGE / HIJACKING

7.D.4 RESPONSIBILITIES

7 D.4.1 Host Nation

The host nation is responsible for managing any terrorism incident that occurs within the boundary of that state. This includes the sabotage, hijacking or unlawful interference of military assets on or off a military installation. Each nation will identify a point of contact and designate Services responsible for responding to a sabotage, hijacking or unlawful interference incident.

7 D.4.2 Commander of a Combined Airlift Operation

The designated Commander of a Combined Airlift Operation (CCAO) shall:

a. Ensure that the Combined Airlift Operation Order refers to this agreement and;

b. Include an assessment of the potential sabotage, hijacking or unlawful interference threat.

7.D.5 PRINCIPLES

The CCAO will operate in accordance with the following principles:

1. A concerted effort shall be made to prevent any sabotage, hijacking or unlawful interference;

2. If preventive efforts fail, actual sabotage, hijack or unlawful interference attempts will be resisted in a manner appropriate to the situation and in accordance with national procedures.

3. In the case of an aircraft carrying passengers, the primary concern will be the safety of the passengers; and

4. Assistance to the hijacked aircraft will be as requested by the authority exercising operational control of the anti-hijacking effort.

7 D.5.1 Specific Orders

Commensurate with the potential threat, the CCAO shall also promulgate specific orders relevant to the following anti-sabotage/hijacking/unlawful interference ground security procedures at Combined Air Terminals:

1. Passenger carriage of personal weapons, ammunition and/or other restricted Items at/or in the vicinity of Combined Air Terminals and/or aboard air transport aircraft;

2. The responsibilities of the commander of the transported unit(s) (or his delegated officer) regarding:

   a. Flight documentation including passenger and cargo manifests/ documents, tasking messages and DG authorizations; and

   b. Identification, inspection, control and other processing procedures for passengers, baggage, cargo and mail of the transported unit at Combined Air Terminals.

3. The responsibilities of the Combined Air Terminal Command (CATC) regarding anti-sabotage/hijacking/unlawful interference ground security measures including responsibilities for:

   a. Establishment of appropriate processing facilities with appropriate detecting devices for identification, inspection, isolation, security and control of passengers, baggage, cargo and mail at Combined Air Terminals. Sufficient devices should be provided at all times such as CCTV, scanners, night vision devices and adequate radio communication systems;

   b. Personnel inspection policies and procedures;

   c. Security screening policies for formed bodies of troops, VIP passengers, their protection details and entourages;

   d. Security screening equipment safety procedures;

   e. Secure baggage handling facilities;

   f. Control and security of boarding passes and baggage tags;

   g. Co-ordination of appropriate on-site police support measures;

   h. Security and control of restricted aircraft parking areas;

   i. Secure access and control to flight lines from air terminals; and

   j. Provide well prepared training sessions for all Security Personal.

4. The joint responsibilities of the CATC and the commander of the transported unit (or his delegated officer) for liaison and cooperation in the application of effective anti-sabotage/hijacking/unlawful interference ground security measures;

7 D.5.2 Plans and Procedures

The CCAO will develop plans and procedures for reaction to incidents of unlawful interference. In the event of such an incident, the CCAO will work with the designated point of contact or official established by the applicable nation as responsible for responding to a hijacking incident to develop a plan that will:

1. Identify the capability to communicate with the NATO Command Centre;

2. Establish the requirement for and identification of, a trained negotiator or negotiating team;

3. Establish a command post with necessary communications equipment;

4. Ensure the implementation of preventive measures to minimize unauthorized access to aircraft at applicable military installations;

5. In the event of sabotage/hijacking allow notification, through normal command and control channels, of the nation to whom a hijacked aircraft belongs and provide continuous reporting of incident circumstances;

6. Propose at least one parking area as the best location for a hijacked aircraft. This location should include consideration of the proximity of other assets, access and cover for law enforcement personnel and communications tie-in capability; and

7. Allow the CCAO to brief personnel who are managing or assisting with the incident.

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ATP-3.3.4.1(A)(1)