

<b>Overview</b>	Senior Line haul crew or designee at the origin location, must ensure the following steps are followed when preparing shipments to be forward through Saudi Airlines mail or cargo service.
<b>Person Affected</b>	Line haul crews, Senior Line haul crew, LH supervisor
<b>Instruction</b>	<p>Processing mail or cargo service shipments:</p> <p>Step-1: Determine the shipments that need forward via Saudi Airlines Mail or Cargo services.</p> <p>Step-2: Make sure Manifest &amp; Billing copies are pulled for all the shipments that intend to forward via SV mail or cargo services and segregated according common criteria:</p> <ul style="list-style-type: none"> <li>• Documents to be forward via Mail service</li> <li>• Parcels to be forward via Cargo service</li> <li>• Destinations</li> </ul> <p>Step-3: Prepare separate CONS for each destination Mail &amp; Cargo services and perform necessary SOP &amp; COMM scans.</p> <p>Step-4: Prepare separate SMSA outbound manifest for each services destination wise:</p> <ul style="list-style-type: none"> <li>• A copy of SMSA outbound manifest for mail service has to be encompassed in SMS bag.</li> </ul> <p>Step-5: Consolidate the documents to mail service bag/bags and seal with security tag:</p> <ul style="list-style-type: none"> <li>• A label mentioning from &amp; address should be attached in the mail service bag.</li> <li>• Shipments intends to move via Cargo should undergo for X-raying and prepare X-ray undertaking by X-ray machine operator.</li> </ul> <p>Step-7: Fill up the Saudi Airlines Mail/Cargo service AWB, following information are mandatory to provide while filling up SV AWB:</p> <ul style="list-style-type: none"> <li>• Date</li> <li>• From and to address</li> <li>• Number of bags/loose pieces</li> <li>• Contents</li> <li>• Dispatch number</li> </ul>

- Security tag number

Step-8: Stamp the SV AWB with SMSA stamp.

Step-9: Handover the shipments to Saudi Airlines two hours prior to flight departure.

Step-10: Ensure the sender's copy received after handover, cross check following information:

- Flight number
- Departure & arrival time in destination
- Acknowledgement of receipt.

Step-11: Send pre-alert to destination with flight details and shipment breakdown.

Step-12: Compile the SV AWB copy along the pre-alert in relevant file.