

Overview	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.
Person Affected	Line haul crews, Senior Line haul crew, LH supervisor
Instruction	<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 & 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"> • Documents to be forward via Mail service • Parcels to be forward via Cargo service • Destinations <p>Step-3: Prepare separate CONS for each destination Mail & Cargo services and perform necessary SOP & COMM scans.</p> <p>Step-4: Prepare separate SMSA outbound manifest for each services destination wise:</p> <ul style="list-style-type: none"> • A copy of SMSA outbound manifest for mail service has to be encompassed in SMS bag. <p>Step-5: Consolidate the documents to mail service bag/bags and seal with security tag:</p> <ul style="list-style-type: none"> • A label mentioning from & address should be attached in the mail service bag. • Shipments intends to move via Cargo should undergo for X-raying and prepare X-ray undertaking by X-ray machine operator. <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"> • Date • From and to address • Number of bags/loose pieces • Contents • Dispatch number

	<ul style="list-style-type: none">• Security tag number <p>Step-8: Stamp the SV AWB with SMSA stamp.</p> <p>Step-9: Handover the shipments to Saudi Airlines two hours prior to flight departure.</p> <p>Step-10: Ensure the sender's copy received after handover, cross check following information:</p> <ul style="list-style-type: none">• Flight number• Departure & arrival time in destination• Acknowledgement of receipt. <p>Step-11: Send pre-alert to destination with flight details and shipment breakdown.</p> <p>Step-12: Compile the SV AWB copy along the pre-alert in relevant file.</p>
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