

Pre Acceptance Document Checklist – RFC / NON RFC Agent



AWB Number :
 Number of Pieces :
 Contents of shipment :
 Origin / Destination : /

General Questionnaire	RFC / NON RFC AGENT			EK Customer Service Team		
	Yes	No	N/A	Yes	No	N/A
1) Has the following documents been verified / cross checked with the information on SkyChain						
a) Air waybill number/JRN Reference number , if available						
b) Instruction of Dispatch of Goods (IDG Form) – RFC / Non-RFC						
c) Invoice & packing list						
d) Customs Bill of Entry (BOE) matches the AWB/HAWB information						
e) Correct Harmonized Code (HS) code captured where required?						
2) The shipment contain cargo originated from / transited through high risk countries which are destined to / transferring through EU / U.K (House waybill / Invoice / packing list to be checked).						
a) If Yes, operations team has been notified to perform secondary security screening (Dual screening)						
3) For Consolidation / Courier Shipments, all house waybills (FHL) are correctly updated. (Unless exempted)						
4) CIS Station Information cross checked to identify the destination requirements for special cargo.						
5) Where a soft embargo notification has been populated during reservation, has the requirements within the notification been verified/complied with?						
6) All applicable Special Handling Codes (SHC) is captured in SkyChain for special cargo (DG, AVI, PER etc.) as well as correct Product code(s).						
7) For US destined shipment, duly signed TSA Cargo Acceptance form submitted by the Shipper / Agent with a copy of a valid ID.						
8) If required , an MSDS or a Non-DG letter can be provided for GCR shipments						

Additional Document Checks for Special Cargo	RFC / NON RFC AGENT			EK Customer Service Team		
	Yes	No	N/A	Yes	No	N/A
9) For DG Shipments :-						
a) Is the Shipment tendered to Emirates by a GCAA Certified Dangerous Goods Entity?(Applicable for all DG including ELI/ELM as well)						
b) Is the GCAA Certified Entity number mentioned in the AWB (either in handling information column or as a stamp from the agent)						
c) The shipment is accompanied with a Dangerous Goods Declaration (DGD)						
d) 24 Hours Emergency contact number is mentioned in the AWB, DGD & SkyChain?						
e) For Radioactive Shipments, FANR (Federal Authority for Nuclear Regulation) export permit is obtained by the shipper / agent?						
10) For DG Shipments that do not Require DGD , has the following details been included in the Airwaybill?						

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	Yes	No	N/A	Yes	No	N/A
a) UN or ID number (not required for Magnetized Material);						
b) Proper shipping name;						
c) Number of packages (unless these are the only packages within the consignment)						
d) Net quantity per package (only required for UN 1845)						
e) For ELI / ELM , is the lithium battery compliance statement as mentioned in Packing Instruction 966/967/969/970 included in the air waybill? <i>PI 966 - Lithium ion batteries packed with equipment (UN3481)</i> <i>PI 967 - Lithium ion batteries contained in equipment (UN3481)</i> <i>PI 969 - Lithium metal batteries packed with equipment (UN3091)</i> <i>PI 970 - Lithium metal batteries contained in equipment (UN3091)</i>						
f) For UN 3373, the text “ UN 3373, BIOLOGICAL SUBSTANCE, CATEGORY B ” is included in the Airwaybill?						
g) For UN 3245, the text “ UN 3245, GMO or GMMO ” is included in the Airwaybill?						
11) For AVI Shipments :-						
a) Documents have been verified by the AAA team and an OK to Accept remarks updated in SkyChain.						
b) Are all documents in original required for the export submitted by the Shipper / Agent?						
12) For HUM Shipments :-						
a) All destination requirements have been checked as specified in station CIS page?						
b) If required, an “OK to FWD” is obtained from destination						
c) Is HUM ACCEPTANCE CHECKLIST completed?						
d) For Accompanied HUM Shipments, ensure that the documents mentioned in HUM Acceptance Checklist is verified and a relevant remark specifying the passenger’s name, PNR and flight details must be entered in SBHR						
13) For Perishable/Pharmaceuticals (PIL/PER) :-						
a) Proper Temperature code updated in the system? (COL, CRT, ERT, FRO/FRI)						
b) The statement “keep between X and Y degree Celsius whenever possible during transportation and storage” is included in the handling information column on AWB.						
14) For Diplomatic mail :-						
a) Is Dip - mail Acceptance Checklist completed and verified?						
15) For Vehicles (VEH) shipments :-						
a) Is the destination requires a Car Loading Specialist (CLS) required for handling VEH Shipments? (Refer CIS pages)						
b) Relevant Product and SHC Code updated in SkyChain?						
c) Has the shipper provided a completed “Vehicle Reservation Questionnaire Form”?						
16) For Piercing (CPG) / Rigid (CRG) Shipments :-						
a) If required, COE approval obtained for the acceptance of this						

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shipment?						
b) Supporting documents, including pictures, uploaded in SkyPouch for acceptance verification.						

To be completed by Agent:

I hereby declare that the above details provided are verified, accurate and valid. The shipment tendered to the carrier is safe for transportation by air on any aircraft. I accept full liability for any incorrect information declared / missing documentation against that declared for the goods tendered for transportation.

Shipper's / Agent's name:

Name of person verifying the documents:

Contact number:

Signature:

Date:

Remarks :

To be completed by EK Customer Service Team:

Checked and verified by:

Staff Name/ ID:

Signature:

Date:

Remarks / Missing Document details (if any) :