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<i>Name of the project</i>	Green , international and innovative VET training for freight forwarding and logistics
<i>The beginning of the project</i>	01-01-2022
<i>Duration of the project</i>	16 months
<i>End of the project</i>	30-04-2023
<i>Project coordinating organization</i>	Lithuanian Carriers Union
<i>Partner</i>	AS ATER (Estonia)

AN INFORMAL TRAINING PROGRAMME FOR FREIGHT FORWARDERS

Target group: persons working or aspiring to work as freight forwarders.

The purpose of the program: to provide the target group with theoretical knowledge and practical skills, enabling them to successfully carry out the activities of freight forwarders within the limits of their responsibilities.

Program duration: 330 hours.

The duration of the module is specified in the Plan. The duration of each topic can be chosen according to the needs of learners.

No.	Duration, hours	MODULE	TRAINING CONTENT	NOTES
1	70 hours	INTRODUCTION TO FREIGHT FORWARDING <i>Learning objective:</i> The applicant should be able to explain the basics of international trade, aspects of the forwarding business and describe the various areas of activity of the forwarding company.		
1.1		International freight forwarder and freight forwarding business	<ul style="list-style-type: none"> ▪ Legal requirements (carrier and/or agent) ▪ General, local trade conditions of the national association ▪ Important trade terms 	
1.2.		THE ENVIRONMENTAL EFFECTS OF FREIGHT	<p>THE ENVIRONMENTAL EFFECTS OF FREIGHT</p> <p>A. Introduction</p> <ul style="list-style-type: none"> ▪ Defining Environmental Impact ▪ Quantifying and Comparing Stressors and Impacts ▪ Overview of Impacts by Environmental Medium <p>B. Shipping</p> <ul style="list-style-type: none"> ▪ Operational Oil Pollution ▪ Solid Waste Disposal ▪ Accidental Spills ▪ Air pollution ▪ Port and Channel Construction and Maintenance ▪ Non-Indigenous Aquatic Species <p>C. Air Transport</p> <ul style="list-style-type: none"> ▪ Low-altitude Air Pollution ▪ Global Air Pollution ▪ Airport Externalities <p>D. Trucking</p> <ul style="list-style-type: none"> ▪ Air Pollution ▪ Noise <p>E. Rail</p> <ul style="list-style-type: none"> ▪ Air pollution ▪ Noise <p>F. Pipelines</p> <ul style="list-style-type: none"> ▪ Air pollution <p>G. Intermodal freight impact on environment</p>	https://www.oecd.org/environment/envtrade/2386636.pdf

1.3		International trade	<p>A) International trade and trade agreements</p> <ul style="list-style-type: none"> ▪ Foreign trade risk ▪ Terms of the seller and buyer contract <p>C) Delivery conditions</p> <ul style="list-style-type: none"> ▪ Delivery terms (Incoterms) ▪ Export/import documentation ▪ Certificate of origin ▪ Legalized documents ▪ Inspection before shipment <p>C) Terms of payment</p> <ul style="list-style-type: none"> ▪ Terms of payment ▪ Uniform customs and practices for UCP Documentary Letters of Credit ▪ L/C Letter of Credit ▪ COD Cash for documents ▪ Disclaimer <p>D) Customs tariff</p> <ul style="list-style-type: none"> ▪ Customs procedures ▪ Customs clearance 	<p>https://iccwbo.org/</p>
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1.4		International organization in the field of forwarding and trade	<ul style="list-style-type: none"> ▪ ICC, UNECE, WTO, ISO, UNCTAD, WMO, World Bank ▪ FIATA features ▪ Functions and Management of the National Association of Freight Forwarders 	www.unctad.org www.iccwbo.org www.wcoomd.org www.wto.org www.worldbank.org https://fiata.org/
1.5		Organization from . Forwarding company	<p>A) Organization of forwarding company</p> <ul style="list-style-type: none"> ▪ Company types and typical structures ▪ Quality management system ISO 9001 ▪ Environmental management system ISO 14000 ▪ Sale of services, Marketing, Advertising <p>B) General procedure</p> <ul style="list-style-type: none"> ▪ Inquiries and order ▪ Selecting the mode of transport and ordering the cargo space ▪ Ensure that the delivery date matches the delivery time specified by the carrier . ▪ Correct issuance of documents, including collection receipts and customs documents. ▪ Tracking (tracking and tracking) goods and documents throughout the transaction. 	www.iso.org
1.7		Financial requirements	<ul style="list-style-type: none"> ▪ Invoicing at agreed rates and/or rates. ▪ recovery fee ▪ Rates and bid records ▪ Foreign currency conversion ▪ Legal aspect ▪ Cost accounting, profit / loss ▪ Risk management 	

1.8	General knowledge of geography related to transport	<ul style="list-style-type: none"> ▪ Continents and major countries ▪ Knowledge of the main traffic flows around the world ▪ Physical and climatic conditions ▪ Timelines ▪ Geopolitical aspects 	
1.9	FIATA documents and forms		
1.9.1	FIATA documents	<ul style="list-style-type: none"> ▪ FIATA FBL = FIATA Negotiable Multimodal Bill of Lading ▪ FIATA FWB = Fixed FIATA Multimodal Waybill ▪ FIATA FCR = FIATA Forwarders Receipt Certificate ▪ FIATA FCT = FIATA Forwarders Transport Certificate ▪ FIATA FWR = FIATA Warehouse Receipt 	
1.9.2	FIATA shapes	<ul style="list-style-type: none"> ▪ FIATA FFI = FIATA Shipping Instructions ▪ FIATA SDT = Shipper's Declaration of Dangerous Goods ▪ FIATA SIC = Shippers Intermodal Carriage Weight Certification 	
1.10	Special transport services	<ul style="list-style-type: none"> ▪ Consolidation and grouping services provided by the freight forwarder for all types of transport (land, sea, container, air). ▪ Heavy and oversized cargo transportation ▪ Classified goods ▪ Dangerous goods ▪ Food products (liquid and solid) ▪ Perishable products ▪ Flowers and plants ▪ Animals <p><input type="checkbox"/> THIS TRANSPORT SHOULD BE IN THE HANDS OF SPECIALISTS!</p>	
1.11	Packaging requirements	<ul style="list-style-type: none"> ▪ Marketing, weighing, measuring, labeling 	

1.12		Information & Communication Technologies □ see 12 chapters.	JUST AN INTRODUCTION ! <ul style="list-style-type: none"> ▪ Structure and operation of IT systems ▪ Basic and personal networks ▪ technical equipment ▪ software ▪ Special applications in the transport industry ▪ EDIFACT ▪ e. forwarding ▪ e. trade 	
2	30 hours	SEA TRANSPORT (GENERAL) <i>Learning objective:</i> The applicant should be able to provide information on basic maritime rules. shipments, services offered and the latest vessel types currently in use. He should be familiar with sea transport documents. In addition, he should be able to explain sea freight pricing.		
2.1		Ocean transport geography, port infrastructure	<ul style="list-style-type: none"> ▪ Major world seaports (regional and global) ▪ Transportation options to and from seaports ▪ Catering services between ports ▪ Loading and/or unloading facilities at ports 	
2.2		Types of ships	<ul style="list-style-type: none"> ▪ Container ships ▪ Ro-ro carriers ▪ Bulk cargo ships (dry cargo ships) ▪ Conventional ships ▪ Tankers (crude oil, chemicals, liquid foodstuffs) ▪ Heavy lifting vessels (with cranes and loaders) 	
2.3		International organizations and general rules for the carriage of goods by sea	<ul style="list-style-type: none"> ▪ IMO (International Maritime Organization) ▪ IMDG Code (Regulations for the Carriage of Dangerous Goods by Sea) ▪ Dangerous goods: packaging and labeling for sea transport ▪ Hague / Hague- Visby Rules, Hamburg Rules ▪ BIMCO (Baltic and International Maritime Council) 	www.imo.org www.bimco.org

2.4		Delivery services	<p>A) Line shipping</p> <ul style="list-style-type: none"> ▪ Liner cargo (conventional or containerized) ▪ Linear conferences/ consortia ▪ Non-conference lines (outsiders) ▪ chartered carriages (e.g. time chartered carriages, journey chartered carriages) ▪ Ro -Ro Traffic " (ro-ro traffic) - for vehicles, trucks and heavy lifters (unpacked) <p>B) Charter shipping</p> <ul style="list-style-type: none"> ▪ Charter agreements (e.g. voyage charter, time charter, cargo and/or quantity contract, bareboat charter). ▪ Chartering terms (gross charter, net charter, fio) ▪ Chartering process ▪ Essential Terms of the Chartering Agreement 	
2.5		Shipping documents	<p>A) Bill of Lading (B/L)</p> <ul style="list-style-type: none"> ▪ Ocean bill of lading (rules, reasons, types) - "clean" bill of lading ▪ FIATA Multimodal Transport Bill of Lading (FIATA FBL) ▪ Freight forwarders (House) B/L ▪ Via B/L ▪ Received for shipment (B/L received) ▪ A friend's receipt <p>B) Charter country</p> <ul style="list-style-type: none"> ▪ Charter country, standard forms ▪ Overall average <p>C) Documents are attached</p> <ul style="list-style-type: none"> ▪ Manifesto ▪ Consular invoices ▪ Customs invoices ▪ Certificates of origin 	

2.6		Sea freight pricing	<p>A) Liner shipping (regular, RoRo) shipping</p> <ul style="list-style-type: none"> ▪ Basic information and tools for calculating sea freight charges ▪ weight/measurement (w/m), " ad valorem " (value) ▪ Currency Premium (CAF) ▪ Additional Bunker Fee (BAF) ▪ Congestion Surcharge, Length Surcharge, Heavy Duty Surcharge ▪ War risk tax ▪ System discounts for sea freight ▪ Liner shipping terms ▪ Commission of freight forwarders <p>B) Charter shipping pricing</p> <ul style="list-style-type: none"> ▪ Calculation of the voyage charter rate ▪ Downtime expenses and shipping money, time sheet 	
3	20 hours	<p>MULTIPLE TRANSPORT (ESPECIALLY MARINE CONTAINERS)</p> <p><i>Learning objective:</i> The applicant should be able to explain the operation and rules of various types of multimodal transport, especially maritime multimodal container transport. He should know different types loading units, necessary cargo transportation documents and container trading procedures. He should also know the freight rates of multimodal transport, especially containers.</p>		
3.1		General knowledge multimodal transport	<ul style="list-style-type: none"> ▪ Multimodal transport terminology ▪ Economic conditions and benefits of multimodal transport (node and branch systems, economies of scale, environmental impact) ▪ Examples of multimodal transport contracts and liability ▪ Various multimodal transport technologies (pig carriages, swap bodies, ro / ro , containers, terminals) 	Logistics - Multimodaldef.ppt

3.2		Types and specification of the most commonly used containers	<ul style="list-style-type: none"> ▪ Commonly used container types ▪ Dimensions (ISO containers) Length Width Height 20' 8' 8'- 8'6" = standard 40' 8' 8'6"-9'6" height 9'6" = high cube 45' 8' 8'6"-9'6"-9'6" height 9'6" = extra tall cube ▪ TEU = twenty foot equivalent unit ▪ The most important types of containers Box (dry load), Open top, Open side, Bulk, Tanks, Refrigerated, Platform, Flat ▪ Maximum permissible weight (payload) ▪ Cargo dimensions at departure and destination ▪ Container identification codes 	www.bic-code.org
3.3		Loading Procedures on site Container traffic	<ul style="list-style-type: none"> ▪ Container loading plan ▪ Weight restrictions (containers and modes of transport) ▪ Center of gravity ▪ Filling and/or tearing of containers 	
3.4		Geography of container traffic	<ul style="list-style-type: none"> ▪ The most important container terminals ▪ Sea ports, inland terminals ▪ Catering services, Land bridges ▪ Hub _ and Spoke "port pair systems ▪ Short-haul shipping services (smaller ships "feed" large ports so that large container carriers can stop at ports less frequently) 	

3.5		Contracts and pricing in the field of container transportation	<p>A) Container rental</p> <ul style="list-style-type: none"> ▪ types of leasing contracts <p>B) General terms and conditions of the contract</p> <ul style="list-style-type: none"> ▪ FCL = Full Container Load ▪ LCL = Less Than Container Load (Partial Loads) ▪ Handling of import/ export (placement of empty containers, internal warehouses) ▪ Carrier Freight / Merchant Freight (Pre-Carriage / During Carriage) <p>C) Freight rates (domestic taxes)</p> <ul style="list-style-type: none"> ▪ Domestic transport tariffs ▪ Delivery and/or collection to seaports by rail or road ▪ Accusations with detention ▪ Demerges taxes <p>D) Cargo transportation by sea</p> <ul style="list-style-type: none"> ▪ Lump sum/box rates ▪ Commodity rates ▪ Conference rate rates ▪ THL = Terminal Handling Charges <p>E) Method - Invoices and accompanying documents</p> <ul style="list-style-type: none"> ▪ Preparation of waybills and accompanying documents related to transportation by sea, inland waterways, rail, road 	
3.6		Multimodal road and/or rail transport	<ul style="list-style-type: none"> ▪ Technologies: Cargo body, replaceable body part, trailer, terminals ▪ Combined transport operators and services ▪ Contracts and documents ▪ Prices and tariffs 	

4	50 hours	<p>AIR TRANSPORT</p> <p><i>Learning objective:</i> The applicant should be familiar with the basic rules of air transport. He should be able to explain the terrestrial ones cargo handling and cargo transportation documentation procedures by air. He should also demonstrate that he is familiar with the cargo weather pricing with calculation examples.</p> <p><i>Note: Students who have successfully completed the IATA/FIATA Introductory Course and obtained the IATA/FIATA Introductory Diploma may be exempted from this module.</i></p>		
4.1		<p>General conditions of carriage</p>	<ul style="list-style-type: none"> ▪ IATA = International Air Transport Association promotes: <ul style="list-style-type: none"> ▪ of information between airlines ▪ cooperation with international organizations (eg ICAO) . ▪ standardization of rates and conditions, etc. ▪ Warsaw Convention and Hague Protocol ▪ IATA Organization and Agency Agreement ▪ Montreal Agreement (MP4) ▪ Liability of airlines ▪ Opportunities to increase the liability of airlines ▪ Transportation of dangerous goods by air <ul style="list-style-type: none"> ▪ IATA Dangerous Goods Regulations (DGR) ▪ ICAO-TI (International Civil Aviation Organization - Technical instructions ▪ Mandatory declaration of the shipper of dangerous goods ▪ Labeling and handling of dangerous goods ▪ Restricted use articles ▪ Limited quantity ▪ obligations of the agent and the contracting carrier (consolidator). 	<p>www.iata.org www.icao.org www.tiaca.org</p>

4.2		Most types and specifications Used aircraft and air pallets	<ul style="list-style-type: none"> ▪ Most used aircraft (passenger and cargo) <ul style="list-style-type: none"> ▪ loading capacity ▪ range ▪ cargo holds specification ▪ Loading devices (LD containers and pallets/platforms) 	
4.3		<i>Waybills and accompanying documents</i>	<ul style="list-style-type: none"> ▪ airway bill (3 originals: green, red and blue, and at least 6 copies). ▪ FIATA recommends neutral airways law ▪ Attached documents ▪ Consular invoices ▪ Customs invoices ▪ Certificate of origin 	
4.4		Calculation of air freight	<ul style="list-style-type: none"> ▪ Air cargo publications ▪ International rates / Local rates <i>TACT rates, calculation rules, etc.)</i> ▪ General cargo rates ▪ Class rates ▪ Rates for specific goods ▪ Minimal ▪ Normal rate ▪ Quantity rate ▪ Rates for specific goods ▪ Class rates ▪ tariffs of various types and groups ▪ Additional amounts ▪ Possibility of advance payment instructions ▪ Spot rates <p><i>In many areas, air freight rates are considered indicative only and are subject to negotiation.</i></p>	

4.5		Air transport geography	<ul style="list-style-type: none"> ▪ Local airports ▪ International airports (major gateways) ▪ Traffic conference zones ▪ IATA area and city/airport codes ▪ How to read timetables (ABC, OAG) ▪ Preparation of air traffic routes 	
5	50 hours	ROAD TRANSPORT <i>Learning objective:</i> The applicant should be familiar with the basic rules of road transport. He should be able to indicate the most commonly used means of transport, provide information on transport documents related to road transport . In addition, it should explain the rate structure, provide examples and indicate how to offer to customers. He should also know the international road network (the most important routes).		
5.1		Legal requirements for national and international road transport	<ul style="list-style-type: none"> ▪ Road Transport Organization (International Road Transport Union = IRU) ▪ CMR ▪ Carrier's responsibility ▪ Legal requirements for road traffic related to maximum weight, external dimensions, traffic ban during certain periods ▪ Necessary measures to be taken when moving out of dimensions (weight or dimensions) ▪ Requirements for the handling, loading and labeling of dangerous goods (ADR rules) 	www.iru.org
5.2		Geography of road transport	<ul style="list-style-type: none"> ▪ The most important transit points ▪ The most important international traffic routes ▪ Transport by ferry 	
5.3		Types of road vehicles	<ul style="list-style-type: none"> ▪ Length, width, height, loading and gross weight of the most commonly used trucks (domestic and cross-border traffic) ▪ Combined moves: Road/Rail Road/Raft ▪ Transportation of frozen cargo, technical requirements ▪ Heavy loads ▪ container -like) 	

5.4		Waybills and accompanying documents	<ul style="list-style-type: none"> ▪ Inland carriage bill of lading ▪ Bill of lading for interstate transportation ▪ Carrier's responsibility ▪ Conclusion and execution of the contract of carriage ▪ International customs transit document (e.g. TIR Carnet) 	
5.5		Road transport pricing	<ul style="list-style-type: none"> ▪ Spot rates and price agreements ▪ prices for partial and complete loads ▪ Calculation of distances ▪ Determination of available product and/or class rates ▪ Prices of additional services ▪ Possibilities of advance payment instructions ▪ Groupage and freight rates 	
6	20 hours	RAILWAY TRANSPORT <i>Learning objective:</i> The applicant should be competent to provide information on the legal aspects of rail transport, describe rolling stock (the most important wagons) and combined rail transport. He should explain how to fill out bills of lading and how to work with railway rates.		
6.1		Legal requirements for national and international rail transport	<ul style="list-style-type: none"> ▪ UIC = International Union of Railways (Worldwide) ▪ COTIF (Convention on International Carriage by Rail) ▪ CIM (Contract of International Carriage of Goods by Rail) ▪ SMGS (International Convention for Railway Transport in Eastern Europe) including Russia and some Asian countries. ▪ of railways and their customers (e.g. freight forwarders). ▪ Requirements for the handling, labeling and loading of dangerous goods (RID, mainly in Europe) 	www.uic.asso.fr
6.2		Geography and operational aspects Railway transport	<ul style="list-style-type: none"> ▪ The main national rail network ▪ International railway network, border stations (transit) ▪ Railway terminals (railway and road junction stations, port stations) 	

6.3		Ways and means of transport	<p>A) Conventional transportation by rail (wagons)</p> <ul style="list-style-type: none"> ▪ full wagon loads (partial loads are almost gone). ▪ Types of wagons (railway-owned or private wagons) ▪ Special wagons (e.g. with interchangeable axles, container wagons) of railway wagons) ▪ Loading meters <p>B) Combined rail transport (road and rail transport)</p> <ul style="list-style-type: none"> ▪ " Piggyback " (transportation of road transport semi-trailers by rail) ▪ Transport of containers by rail (unaccompanied combined transport) ▪ Swap bodies (container-like), euro (pallet width) containers 	<p>www.uirr.com www.icfonline.com</p>
6.4		<i>Waybills and attached documents</i>	<ul style="list-style-type: none"> ▪ Preparation of national and international waybills ▪ accompanying documents (customs documents, commercial invoices, etc.) 	
6.5		Tariffs (conventional or combined transport)	<p>A) Conventional rail transport</p> <ul style="list-style-type: none"> ▪ Conditions of application of railway tariffs Charges based on loading weight per rail car, single rate per wagon, per full train load Minimum charges to be considered Distances to be considered <p>Payment of freight charges (e.g. prepayment, collection, to the border, etc.).</p> <p>B) Combined rail transport</p> <ul style="list-style-type: none"> ▪ Contract of carriage ▪ Rates for an intermodal transport unit (ITU), which can be a container, swap body or semi-trailer suitable for intermodal transport. ▪ special arrangements (e.g. train loads, volume discounts, etc.) 	

7	15 hours	NATIONAL AND/OR INTERNATIONAL CARRIAGE BY INLAND WATERWAYS <i>Learning objective:</i> The applicant should provide a summary of how inland waterway transport is organized. He should also be able to list the most common barges and their characteristics. He should know what documents to use and provide information on barge freight pricing. Finally, he should name the most important navigable waterways .		
7.1		Legal requirements for inland waterway transport	<ul style="list-style-type: none"> ▪ Agreements between the respective parties ▪ Conditions of carriage ▪ Legal system ▪ Conditions of carriage of dangerous goods ADN (International carriage of dangerous goods by inland waterways) 	
7.2		Geography of inland waterways	<ul style="list-style-type: none"> ▪ A network of navigable waterways ▪ Locks ▪ Tributary rivers and canals ▪ The most important river ports 	
7.3		Types of inland waterway barges	<ul style="list-style-type: none"> ▪ Motor barges ▪ Towing barges ▪ Truck 	
7.4		<i>Waybills and accompanying documents</i>	<ul style="list-style-type: none"> ▪ Inland waterway waybill ▪ Bill of lading for inland water transport ▪ The most important terms of the bill of lading and the bill of lading 	
7.5		Determination of freight charges Inland water transport	<ul style="list-style-type: none"> ▪ Agreements and/or Conventions on Freight Charges ▪ Additional fees, e.g. Small water Big water Ice Watermark level Determine the weight of the goods (official verification) 	

8	30 hours	CUSTOMS PROCEDURES <i>Learning objective:</i> The student should be able to explain the need for customs duties and controls on imported, exported or transit goods. He should provide brief information on applicable international conventions and/or agreements, customs tariff structure (national) and forms used in his country. He should be able to calculate customs charges for a simple shipment (one position of NHM). He should know too customs violations and/or fraud.		
8.1		General Information about National Customs administration	<ul style="list-style-type: none"> ▪ Organization ▪ National customs territory ▪ Duties and rights of the customs administration and ▪ A freight forwarder acting as a customs broker ▪ The most important legal acts affecting customs clearance ▪ Customs violations ▪ Appeals in customs cases ▪ Prevention of drug smuggling 	
8.2		National customs tariffs	<ul style="list-style-type: none"> ▪ Customs tariff structure ▪ Importance of customs nomenclature ▪ Calculation of duties ▪ Customs forms 	
8.3		National customs procedures	<ul style="list-style-type: none"> ▪ Final customs clearance (import, export) ▪ Temporary admission and other special permits , e.g. ▪ Bonded transit, duty-free zones , etc ▪ Preferential customs duties ▪ Simplified procedures ▪ Administration of Bonds 	

8.4		Forwarder's responsibility		
8.4.1		Forwarder's responsibility before the customs administration	<ul style="list-style-type: none"> ▪ According to local and/or national legislation 	
8.4.2		Forwarder's responsibility to the customer (in the context of customs)	<ul style="list-style-type: none"> ▪ According to local and/or national legislation 	
8.5		International conventions	<ul style="list-style-type: none"> ▪ KYOTO Convention ▪ HS - Harmonized System ▪ GATT - General Agreement on Tariffs and Trade ▪ Customs benefits for goods from developing countries ▪ ATA Convention ▪ TIR conventions - Customs convention on the international transport of goods with TIR carnets 	www.wcoomd.org
8.6		Other possible responsibilities of the customs administration	<ul style="list-style-type: none"> ▪ VAT (applicable rate and taxable value) ▪ Control of import and export shipments ▪ import licenses for certain types of dangerous goods (ADR/IMDG code, classes 1 and 7 = explosives, radioactive substances) . ▪ Veterinary control ▪ Live plant control (phytosanitary control) ▪ Intellectual property, counterfeiting, artifacts, boycott issues ▪ Other specific duties for other authorities 	
9	30 hours	LOGISTICS <i>Learning objective:</i> The applicant should be able to describe the role of a freight forwarder in logistics activities and define logistics systems. It should also indicate the main stages of the logistics project. He should be familiar with JIT, "pull systems", physical distribution, supply chain, customized services. He should also be familiar with warehousing procedures, types of warehouses and financial aspects of warehousing.		Logistics - Multimodaldef.ppt

9.1		Logistics and forwarding	<ul style="list-style-type: none"> ▪ Definition of logistics ▪ Historical origin of logistics ▪ Forwarder in supply chain process ▪ Common and different tasks of logistics and forwarding activities ▪ Usual activities of the freight forwarder: transportation, storage, loading operations ▪ Logistics activities Provision of logistics services Development and implementation of logistics services ▪ Outsourcing and tenders ▪ QM (Quality Management Systems) 	
9.2		Logistics concept/project	<ul style="list-style-type: none"> ▪ PROJECT (in many cases, logistics can be seen as <i>project management</i>) <ul style="list-style-type: none"> - Actual situation - Definition of command - Concept - Strategy (goals, solutions) - Alternative concepts (material and information flows) - Assessment - Detailed planning - Organization, budget, implementation, cost calculation - Implementation - Control 	
9.3		Physical distribution systems	<ul style="list-style-type: none"> ▪ Categories of logistics service providers/forwarders ▪ One service provider ▪ Special service providers ▪ Network service providers ▪ System providers 	

9.4		Logistics subsystems (Supply Chain Management = SCM)	<ul style="list-style-type: none"> ▪ Public procurement logistics ▪ Production logistics ▪ Distribution logistics ▪ Logistics at the point of sale ▪ "Just- in - time " deliveries ▪ Supply chain management ▪ Service Level Agreements and Key Performance Indicators 	
9.5		Information management and control issues	<ul style="list-style-type: none"> ▪ Customer-centric data ▪ Data exchange systems - customer and forwarder ▪ Data management combined with cargo management 	
9.6		Value-added services	<ul style="list-style-type: none"> ▪ Marking ▪ Packing ▪ Retail packaging ▪ General packing ▪ De- Consol and Re-Consol (allocation function) 	
9.7		Commodity related systems	<ul style="list-style-type: none"> ▪ Automotive industry ▪ Food processing industry etc. 	
9.8		STORAGE, STORAGE AND DISTRIBUTION Warehouse rights and obligations Operator and customer	<ul style="list-style-type: none"> ▪ Responsibility of the warehouse owner ▪ Responsibility of the owner of the goods (> accurate declaration of content and value) ▪ Terms of the contract 	
9.9		Types of warehouses	<ul style="list-style-type: none"> ▪ Private warehouse ▪ Forced warehouse ▪ Public warehouse ▪ FCR - Certificate of Receipt of FIATA Forwarders 	

9.10		Warehouse documents IT (information technology) for warehouses	<ul style="list-style-type: none"> ▪ Private warehouse receipt ▪ FWR - FIATA warehouse receipt ▪ Order warehouse receipt ▪ Storage IT systems Equipment and systems ▪ Shelving and layout ▪ Forklifts and VNA (Very Narrow Aisle) Forklifts ▪ Order fulfillment ▪ Fully automated warehouse systems 	
9.11		<i>Construction, Layout and Safety</i>	<ul style="list-style-type: none"> ▪ Location selection (relation to market/geographical needs) ▪ Relative size (floor area and internal cube) ▪ Interior layout (flexibility / choice of equipment) ▪ Safe work practices ▪ Fire Protection (Equipment/Testing/Housekeeping/Waste Disposal) 	
9.12		Debit from Warehouse Taxes /Rent	<ul style="list-style-type: none"> ▪ Storage fees ▪ Warehouse rent ▪ Warehouse insurance ▪ Warehouse handling charges ▪ Additional charges ▪ IT-based invoicing 	
9.13		Common	<ul style="list-style-type: none"> ▪ Order storage ▪ Consignment shop ▪ Mandatory storage 	
10	10 hours	<p>INSURANCE Learning objective The applicant should be able to provide information about various insurance coverage options and its features. It should also be able to briefly state the responsibilities of the carriers. His knowledge should be so that he can deal with simple insurance questions.</p>		

10.1.1		LIABILITY INSURANCE Liability insurance policy	<ul style="list-style-type: none"> ▪ Risk involved ▪ FIATA Bill of Lading Liability Insurance (It should be noted that there are no special insurance requirements for the use of FIATA Bill of Lading, except that the user must be insured for his operational liabilities with a first-class insurance company). ▪ brokers offering insurance in the local market (eg TT Club etc.) 	
10.1.2		Liability of different parties	<ul style="list-style-type: none"> ▪ Insurance Company (Note: An insurance company should provide insurance that adequately covers the risks involved and meets the appropriate limits of liability and is subject to the relevant legal regimes that may apply to any particular transit). ▪ Freight forwarder (very important when transporting, for example , dangerous goods). ▪ Carriers, e.g. ▪ Railway networks ▪ Road operators ▪ Inland waterway shipping lines ▪ Traffic to the ocean ▪ Airlines ▪ Express services (integrators) ▪ Logistics service providers ▪ Disclaimer, e.g. ▪ Contract ▪ Total claim value ▪ Value per incident ▪ Concepts of reinsurance 	www.ttclub.com www.aktivassekuran.z.de
10.2 10.2.1		TRANSPORT INSURANCE General insurance policy	<ul style="list-style-type: none"> ▪ Cargo insurance policy (also blank) ▪ Cargo insurance protection according to the sender's declaration and the type of transport, especially when international conventions - CMR, Hague- Visby, etc. are applied. ▪ Insurance value (Ex Works, FOB, Duty Paid , with profit, etc.) ▪ Requirements for additional services ▪ The greatest benevolence 	

10.2.2		Types of coverage	<ul style="list-style-type: none"> ▪ FPA - without specific average ▪ WPA - with special average ▪ ALL RISKS - against all risks according to the type of goods ▪ Risk of war ▪ Risks related to strikes and civil unrest ▪ Exceptions : Non-insurable events, e.g. , nuclear incidents, natural disasters, natural losses, etc. 	
10.2.3		Forwarder's responsibilities in case of damage	<ul style="list-style-type: none"> ▪ Notify carriers (all contracting parties). Ask for reservations ▪ Damage assessment (general inspection, etc.) ▪ Submit a claim for damage ▪ Claim documents and supporting documents required by the insurer . ▪ Register of Claims and Settlements ▪ Duty to mitigate losses ▪ The issue of contractual term 	
		Overall average	<ul style="list-style-type: none"> ▪ General average condition ▪ Declaration of the general average ▪ General Average Bond Requirement ▪ Medium regulator ▪ Overall average adjustment 	

11	14 hours	SAFETY, SECURITY AND DANGEROUS GOODS <i>Learning objective</i> : The student should be introduced to the most important safety and security requirements and regulations, as well as UN regulations (air, sea, road and rail transport) for dangerous goods. He should be able to demonstrate its application in practice, including the use and completion of the necessary documents .		
11.1		The role of the parties Transport chain	<ul style="list-style-type: none"> ▪ Definition of SAFETY and SECURITY ▪ Definition of dangerous goods ▪ Responsibility of senders ▪ Liability of forwarders ▪ Liability of carriers ▪ Third party liability (e.g. storage) ▪ Internal policies related to safety, security and dangerous goods ▪ Risk management 	
11.2		Safety and security requirements	<ul style="list-style-type: none"> ▪ Transport and storage safety and security requirements ▪ monitoring and information systems for vehicles and aggregates ▪ Safety and security testing at interfaces and preventive actions ▪ Secure warehouses ▪ ISPS Code in Maritime Traffic 	
11.3		Dangerous goods rules	<ul style="list-style-type: none"> ▪ <i>UN RECOMMENDATIONS ON TRANSPORT DANGEROUS GOODS (Orange Book)</i> ▪ IATA-DGR, ICAO-TI (air transport) ▪ IMDG code (sea) ▪ ADR (road transport) ▪ RID (Rail) ▪ EN 12798 (Supplement to ISO 9000 series) ▪ National legislation 	www.unece.org/trans/danger/danger.htm
11.4		Classification	<ul style="list-style-type: none"> ▪ 9 basic classes (1-9) ▪ Identification: UN number, proper shipping name 	

11.5		Labeling and handling of dangerous goods	<ul style="list-style-type: none"> ▪ Hazard labels ▪ Labeling ▪ Package, package group, package separation ▪ Vehicle plates, vehicle marking ▪ Handling of dangerous goods (terminals, transport) ▪ Accidents/Incidents ▪ Data banks / Ref . Local experts (civil defense, port authority, etc.) 	
11.6		Teaching	<ul style="list-style-type: none"> ▪ Training , Dangerous Goods Safety Advisor = DGSA (mostly in Europe) ▪ Guidelines, internal policy ▪ Training plan, training structure (types of transport) ▪ Checklists ▪ Person responsible for dangerous goods ▪ FIATA publication: "FIATA Introduction to the Rules for the Safe Handling and Transport of Dangerous Goods" 	
11.7		Documentation	<ul style="list-style-type: none"> ▪ Declaration of senders ▪ Multimodal form of dangerous goods (recommended by the UN), reflected in the type of sea transport and ADR/RID. ▪ FIATA SDT (Consignor's declaration for the transport of dangerous goods) 	

12	12 hours	<p>IN INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EXPEDITION</p> <p>Learning objectives</p> <p>The applicant should be able to appreciate the basic fundamentals of using <i>computers and communication</i> technologies. Technologies such as those applied in the field of forwarding as applications or standards are focused on <i>the collection, exchange and manipulation</i> of data. The applicant must also understand <i>e. business</i> and e the scale of commerce in the world of the Internet and World Wide Web (www). In addition, must have a basic understanding of <i>security</i> and electronic signatures used in e-mail. trade should also be considered.</p>		
12.1		<p>A basic understanding of the computer and its environment</p>	<ul style="list-style-type: none"> ▪ <i>Understanding of hardware and software</i> Processor, RAM, memory device, disks, BIOS ▪ Different types of operating systems (UNIX, DOS, Windows) ▪ <i>Basic principles of information processing in a business environment</i> Online, offline, batch processing <ul style="list-style-type: none"> ▪ <i>Task understanding of computer staff</i> Usage ethics Role of users and system administrators ▪ <i>Software Aspects</i> Hardware Platform specifically : "off-the-shelf" and "made-to-order". Software limitations 	
12.2		<p>The role of information technology in the field of forwarding</p>	<ul style="list-style-type: none"> ▪ <i>The role of office automation</i> User knowledge of word processing, spreadsheet, e-mail mail, delivery, images ▪ <i>Computerized control system</i> Documentation systems (customs declaration, AWB, B/L) Warehousing and logistics support systems ▪ <i>the convergence of computing and communication technologies</i> ▪ <i>The impact of information and communication technology on the world of freight forwarding</i> 	

12.3		Data storage and management AND databases	<ul style="list-style-type: none"> ▪ <i>Overview of data, data storage and management</i> ▪ Overview of database systems ▪ Relational database systems and RDBMS ▪ File management, Storage systems ▪ On-site and off-site database backup and recovery ▪ Database security and authorization ▪ Data warehousing and data mining 	
12.4		networking and data sharing	<ul style="list-style-type: none"> ▪ <i>networking and data sharing</i> ▪ Overview of network topologies and components Types of Network Topologies (Star, Token-Ring , Distributed) ▪ Understanding of LAN, WAN, peer-to-peer networks ▪ Understanding of client/server architecture ▪ Latest technologies (wireless network, digital network) 	
12.5		Telecommunications and their application	<ul style="list-style-type: none"> ▪ Basic knowledge of the technologies currently offered by telecommunications companies. 	
12.6		Electronic Data Interchange (EDI) and Value Added Network (VAN)	<ul style="list-style-type: none"> ▪ <i>Understanding the concept of EDI</i> ▪ Advantages of using VAN (Value Added Network). ▪ EDI standards and message types ▪ <i>Understanding UNEDIFACT</i> UNCEFACT's role in EDIFACT ▪ <i>EDIFOR</i> Types of EDIFOR messages ▪ XML - Usage Issues vs. Sequential Message Structures XML site 	www.unece.org/cefact

12.7	Barcoding and RFID	<ul style="list-style-type: none"> ▪ <i>Understanding the concept of barcodes</i> How barcodes work in EDI, external and internal reference data ▪ Barcode standards and symbologies: 2D and 3D concepts ▪ EAN/UCC ▪ <i>IATA and MITL labels</i> IATA Resolution 606 B A detailed explanation of 606 B labels What are transport labels for various industries? ▪ RFID radio frequency identification technology 	www.ean.be www.iata.org
12.8	Internet and web technology	<ul style="list-style-type: none"> ▪ <i>Internet review</i> ▪ ISP (Internet Service Provider) ▪ Web browsers and other applications ▪ email mail and other services 	
12.9	Electronic commerce	<ul style="list-style-type: none"> ▪ <i>Understanding e-commerce</i> What is e. trade? Components of electronic commerce ▪ e. trading programs eg seat reservation, track and trace, EDI messages etc ▪ Some with e. trade-related legal issues 	www.w3.org
12.10	WEB programs and e-mail the market	<ul style="list-style-type: none"> ▪ <i>Understanding Application Service Providers (ASPs)</i> Advantages and disadvantages of using ASP ▪ Electronic market overview, organization ▪ ARIBA, Commerce-One, etc. 	www.boleroltd.com www.ariba.org
12.11	Protection	<ul style="list-style-type: none"> ▪ <i>Security awareness</i> Security policy of the company (organization). Questions related to . security . data, message transmission ▪ Viruses and their spread ▪ Existing anti-virus programs ▪ of users against viruses 	

12.12		Electronic funds transfer and electronic payments	<ul style="list-style-type: none">▪ <i>Electronic Funds Transfer (EFT).</i> What is EFT? Benefits of using EFT▪ <i>Legal and security issues</i> Best Practices for Using EFT Internal policy related to EFT	
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