



Training Course Information Form

Course Information

Course Name: Cargo Traffic Documentation
Institute/Centre: Port Training Institute **Course Code:** N12
Type: Program Course Workshop
Course Duration: 5 Days 3 Days 1 Days Other
Course Conducted: Local International Indicate: A.R.E
Course Venue: Anywhere
Course Language: English Arabic Both Other

Course Description

Course Outlines:

1. The legal concept of the principal parties of maritime transport.
2. Types of international sales contracts (INCOTERMS) between the stakeholders.
3. Shipping order / Loading permission / Mates receipt.
4. Loading Plan / cargo stowage plan.
5. Bill of Lading and its types.
6. Manifest - types / data / handling.
7. E-Manifest

Course Objectives:

- Introducing participants to the cycle of loading and discharging and the enclosed documents.
- Developing the participants' skills in controlling the cargo traffic through documents.

Course Includes: Theoretical Fire Training Module Laboratory
 Workshop Site Visit

Course Prerequisites: None

Who Should Attend: Employees in the field of controlling the cargo traffic in port authorities, shipping agencies, warehouses companies, stevedoring companies and maritime companies

No. of Participants/Course: 5-10 10-15 15-20 Other

Qualifications of Participants:

- Medium as a Minimum

No. of Lecturer: 1 2 5
No. of Assistance: 1 2 3

Course Facilities

White Board V. Projector Data Show PC Manual
 Books Handouts Flip Charts S/W Other

Course Evaluation

Written Examination Written Report(s) Oral Presentation Attendance
 Delegates Participation

Certificate Issue:

Local Premises AASTMT International

Course Registration

Admission and Registration

Department at the Port

Registration:

Training Institute

Online

Other

Beside gate No. 27 - Outside

Customs area, Alexandria Port

Documents Required:

Registration form

ID/Passport Copy

Photo