Standardized Cargo Load Report Training

Who

Employees responsible for completing the standardized CLR must be trained prior February 9, 2010.

<table>
<thead>
<tr>
<th>ASA (EV)</th>
<th>Chautauqua (RP)</th>
<th>Compass (CP)</th>
<th>Comair (OH)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freedom (F8)</td>
<td>Mesaba (XJ)</td>
<td>Pinnacle (9E)</td>
<td>Shuttle America (S5)</td>
</tr>
</tbody>
</table>

**SkyWest Exception:** SkyWest will implement the CLR at a later date due to their certification process.

What

Delta Connection carriers will begin using a newly standardized Cargo Load Report (CLR) beginning February 9, 2010. The standardized CLR was designed by Delta Connection, Delta Global Services and Regional Elite as a means to simplify the documentation process when loading Delta Connection flights. This form will replace all Cargo Load Reports currently being used for Delta Connection flights. (except as noted above).

When


Where

All stations that handle Delta Connection flights.

Why

Currently, Delta Connection carriers use a variety of CLR forms requiring ramp crews to differentiate between the carriers they serve and the form they use. The standardized CLR will replace the use of multiple forms.

How

Ensure inventory is in station prior to effective date. Discontinue use of all current CLR forms and replace with the standardized CLR as training is completed or no later than March 1, 2010. Cargo Load Report form number **CLR JAN 2010** will be the only CLR accepted. All current forms (with the exception of SkyWest) must be discarded by March 1, 2010.

The standardized CLR and attached procedures will supplement current CLR information found in the respective carrier’s manual. No changes have been made to the station retention of the form. Please continue to follow the respective carrier’s guidelines.
# Cargo Load Report (Front)

The standardized Cargo Load Report is a two part, two sided carbonless document. Both copies include the same information. The copies will be distributed accordingly:

- White copy will remain in the station
- Yellow copy will be given to the flight crew

## Represented on the front side of the CLR:

- Flight information
- Responsible Agent information
- Baggage information
- Cargo information
- Passenger counts (including infants)
- Dangerous Goods, Comat and Live Animal information
- Other information
**Cargo Load Report (Back)**

Represented on the back side of the CLR:
- Stroke Sheet Chart
- Bag Weight Chart
- Forward and Aft Standard Checked
- Forward and Aft Standard Heavy Checked
- Forward and Aft Planeside/Valet bags
- Notes Section

### FWD STANDARD HEAVY CHECKED

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### FWD PLANESIDE/ VALET BAGS

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### AFT STANDARD CHECKED

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### AFT STANDARD HEAVY CHECKED

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### AFT PLANESIDE/ VALET BAGS

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Standardized Cargo Load Report Procedures

Proper completion of the standardized Cargo Load Report requires employees to complete all required sections of the CLR.

The following Cargo Load Report Procedures and Samples will provide detailed information on how to complete each section of the CLR.
1. **Flight #** - Write flight number.
2. **Date** - Write current local date.
3. **Station** - Write the three letter station designator for the departure station.
4. **Dest.** - Write the three letter station designator for the destination station.
5. **A/C #** - Write the Aircraft Tail Number, ID, or Nose Number.
6. **Agent Signature** – Responsible Agent signs their name here.
   
   This means:
   
   - "I certify that this aircraft has been loaded as stated. This flight has been handled without any unresolved ground security incidents and the passenger counts have been verified."
   
   - Items loaded in the aircraft cargo compartment(s) are verified by a physical count.
   
   - The passenger count is verified by ensuring that the count in the airline reservation system and the count on the Cargo Load Report are the same.
7. **Agent I.D. #** - Write the responsible Agent’s employee number.

**Baggage Information Only**

8. **Standard Checked Bags**
   
   - The number of standard checked bags (regardless of weight) and the bin location of the standard checked bags as noted on the form.
   
   - Write the number of standard checked bags placed in the **forward bin** (FWD).
   
   - Write the number of standard checked bags placed in the **aft bin** (AFT).

9. **Heavy Checked Bags**
   
   - A heavy checked bag is a piece of baggage with a HEAVY tag/sticker affixed to it and/or baggage weighing more than 50 lbs. and less than 100 lbs.
   
   - Heavy checked bags are counted by the piece (regardless of size or weight) and the bin location of the heavy checked bags are noted on the form.
   
   - Write the number of heavy checked bags that are placed in the **forward bin** (FWD).
   
   - Write the number of heavy checked bags that are placed in the **aft bin** (AFT).

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**CARGO LOAD REPORT**

<table>
<thead>
<tr>
<th>Flight #</th>
<th>Date</th>
<th>Station</th>
<th>Dest.</th>
<th>A/C #</th>
</tr>
</thead>
<tbody>
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</table>

<table>
<thead>
<tr>
<th>Agent Signature:</th>
<th>Agent I.D. #:</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

By my signature, I certify the aircraft has been loaded as stated and there are no known security breaches for this flight. By handing this Load Report to the Flight Crew, the ground staff is transferring security of the aircraft to the Pilot/Officer in Command (POC).

**Baggage Information Only**

<table>
<thead>
<tr>
<th>BAGGAGE TYPE</th>
<th>FWD BAGGAGE</th>
<th>AFT BAGGAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard Checked Bags</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Heavy Checked Bags</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Planeside Valet/Service Items</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Cargo Information Only**

<table>
<thead>
<tr>
<th>CARGO TYPE</th>
<th>FWD CARGO</th>
<th>AFT CARGO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freight (lb.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mail (lb.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CTC (Counter to Counter Small Package)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>COMAT (lb.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ballast (lb.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other (lb.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Cargo Weight Only (Baggage weight not included)</td>
<td>FWD:</td>
<td>AFT:</td>
</tr>
</tbody>
</table>

**Passenger Counts**

| TOTAL: | Adults: | Children: | Infants: |

Circle As Applicable

- Battery (Motorized Mobility Aid)
- DG/HM COMAT
- Dry Ice
- Live Animal
- UN3373

**Other Information**

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**CLR JAN 2010**
Baggage Information Only (Cont.)

10. Planeside Valet/Service Item
   - A Planeside Valet tag will be placed on a customer's Planeside Valet bag.
   - Planeside Valet bags and Passenger Service/Assistive items are counted by piece and not by weight and the bin location of the Planeside Valet/Service items are noted on the form.
   - Write the number of Planeside Valet/Service Items that are placed in the forward bin (FWD).
   - Write the number of Planeside Valet/Service Items that are placed in the aft bin (AFT).
   - Compass and Shuttle America do not participate in the Planeside Valet program. Passenger Service Items should be tagged with the appropriate Delta Air Lines hand written Gate Claim Baggage tag. Bags that are oversized or do not fit in the cabin will be checked to the final destination using the Delta Air Lines hand written Checked Baggage tag.

Cargo Information Only

11. Freight (lb.)
   - All weights for air freight must be indicated on the CLR in pounds (lbs.).
   - Write the total weight of air freight loaded into the forward bin (FWD).
   - Write the total weight of air freight loaded into the aft bin (AFT).

12. Mail (lb.)
   - All weights for mail must be written on the CLR in pounds (lbs.).
   - Write the total weight of mail loaded into the forward bin (FWD).
   - Write the total weight of mail loaded into the aft bin (AFT).

13. CTC (Counter to Counter) / Small Package Shipment
   - All weights for CTC shipments must be written in pounds (lbs.).
   - Write the total weight of all small package (CTC) shipments loaded into the forward bin (FWD).
   - Write the total weight of all small package (CTC) shipments loaded into the aft bin (AFT).
Cargo Load Report (CLR) Procedures

**Cargo Information Only (Cont.)**

14. **COMAT**
   - All weights for Company Materials (COMAT) must be indicated in pounds (lbs.).
   - Write the total amount of COMAT loaded into the **forward bin** (FWD).
   - Write the total amount of COMAT loaded into the **aft bin** (AFT).

15. **Ballast**
   - All weights for ballast must be indicated in pounds (lbs.).
   - Write the total amount of ballast loaded into the **forward bin** (FWD).
   - Write the total amount of ballast loaded into the **aft bin** (AFT).

16. **Other**
   - All weights for items listed in the other category must be written in pounds (lbs.).
   - “Other” is a term used for cargo commodities loaded on board the aircraft that do not fit in any of the previous categories.
   - Write the type of authorized OO/EV DG/HM COMAT.
   - Write the total weight of these cargo commodities either in the **forward bin** (FWD) or **aft bin** (AFT).

17. **Total Cargo Weight**
   - The Total Cargo Weight is indicated in pounds (lbs.) and is the sum of the weights for items 11-16 for the **forward bin** (FWD) and **aft bin** (AFT).
     - Freight
     - Mail
     - CTC
     - COMAT
     - Ballast
     - Other
   - Write the Total Cargo Weight for the FWD and AFT areas.
   - For RP/S5, you MUST write a Zero (0) if there are no cargo items loaded in the specific bin.
Cargo Load Report (CLR) Procedures

**Passenger Counts**

18. **Passenger Counts (Total)**
   - Write the total number of passengers.
     - This count includes the number of ticketed adults and children.
     - This count does not include unticketed infants.
       - A person who is not ticketed and has not reached their 2nd birthday is considered an infant.

19. **Passenger Counts (Adult)**
   - This is a break out from the Total Passenger Count (number 18) that is used for confirmation of the Flight Attendants counts.
   - Write the number of ticketed adults onboard.
   - The adult count must be completed on this form.

20. **Passenger Counts (Children)**
   - This is a break out from the Total Passenger Counts (number 18) that is used for confirmation of the Flight Attendants counts.
   - Write the number of ticketed children onboard when necessary.
   - A person who has not reached their 13th birthday is considered a child for the purposes of this form.

21. **Passenger Counts (Infant)**
   - Write the total number of infants onboard when necessary.
     - A person who is not ticketed and has not reached their 2nd birthday is considered an infant.
   - Infants are NOT included in the Total Passenger Count (Number 18).

**Circle as Applicable**

22. **Battery (Motorized Mobility Aid)**
   - Circle as applicable, the cargo compartment (FWD or AFT) where the battery (Motorized Mobility Aid) has been loaded.
   - Indicate the following in the "Other Information" section at the bottom of the CLR:
     - Type of motorized mobility aid battery (wet, wet spillable or dry).
     - Weight (if known).
     - Any additional information for the flight crew.

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**Cargo Load Report (CLR) Procedures**

**CARGO LOAD REPORT**

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<thead>
<tr>
<th>Flight #</th>
<th>Date</th>
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**Agent Signature:**

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<th>Agent I.D. #:</th>
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By my signature, I certify the aircraft has been loaded as stated and there are no known security breaches for this flight. By handling this Load Report to the Flight Crew, the ground staff is transferring security of the aircraft to the Pilot/Officer in Command (P/O). In Command (P/O).

**Baggage Information Only**

<table>
<thead>
<tr>
<th>BAGGAGE TYPE</th>
<th>FWD BAGGAGE</th>
<th>AFT BAGGAGE</th>
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<td>WEIGHT</td>
<td>PIECES</td>
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<td>Standard</td>
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**Cargo Information Only**

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<td>CTC (Counter to Counter) Small Package</td>
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<td>COMAT</td>
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<td>Other</td>
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**Total Cargo Weight Only**

Baggage weight not included

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<thead>
<tr>
<th>FWD:</th>
<th>AFT:</th>
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</table>

**Passenger Counts**

TOTAL: (18) Adults: (19) Children: (20) Infants: (21)

**Circle As Applicable**

<table>
<thead>
<tr>
<th>Battery (Motorized Mobility Aid)</th>
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<tbody>
<tr>
<td>DG/MM COMAT</td>
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<tr>
<td>Dry Ice</td>
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<tr>
<td>Live Animal</td>
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<tr>
<td>UN3373</td>
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</tbody>
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**Other Information**

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CLR JAN 2016
22. Battery (Motorized Mobility Aid – Continued)
For weight and balance purposes a Motorized Mobility Aid will be calculated as follows:
- Weight of the device as indicated on the device placard.
- Weight of the device as provided by the passenger.
- Weight of the device as 100 lb. when the weight is unknown.
23. DG/HM COMAT
   - Circle as applicable, the cargo compartment (FWD or AFT) where the DG/HM COMAT has been loaded.
   - Only allowed on ASA (EV) and SkyWest (OO) flights.

24. Dry Ice
   - Circle as applicable, the cargo compartment (FWD or AFT) where dry ice has been loaded.
   - Indicate the following in the “Other Information” section at the bottom of the CLR:
     - Total amount of dry ice in pounds (lbs.).
     - Any additional information for the flight crew.

25. Live Animal
   - Circle as applicable, the cargo compartment (FWD or AFT) where the live animal has been loaded.
   - Indicate the following in the “Other Information” section at the bottom of the CLR:
     - Number of Live Animals.
     - If the Live Animal was checked as baggage or cargo.

26. UN3373
   - Circle as applicable, the cargo compartment (FWD or AFT) where the UN3373 has been loaded.

27. Other Information
   - Write any further information that the flight crew may need to know about, which may include but is not limited to:
     - Information concerning live animals such as number or size of kennels.
     - Number of mobility aids onboard, type of mobility aid, and weight (if known).
     - Authorized Jumpseat Rider occupying the flight deck.
     - Authorized Jumpseat Rider occupying a cabin jumpseat.
The back side of the CLR can be used as a reference and/or calculation tool when loading the FWD and AFT Cargo bin(s) with Standard Checked, Heavy Checked and Planeside Valet/Service Item Baggage.

28. The FWD and AFT STANDARD CHECKED and HEAVY CHECKED lists contain a baggage count number with a corresponding baggage weight. These lists can help ensure cargo bin weight restrictions are not exceeded. The lists are used for baggage weight reference only and do not have to be marked in any specific manner.

29. The FWD and AFT PLANESIDE/ VALET BAGS lists contain a baggage count number only and do not have to be marked in any specific manner.

30. The NOTES section may be used at the loading agent’s discretion to track and calculate baggage counts and weights.
This example represents loading an Embraer 145.

Bag load is 40 Standard Checked and 3 Heavy Checked in the AFT BAGGAGE.

There are 15 Planeside Valet/Service Items in the AFT BAGGAGE.

It has 125 lb. of Freight and 4 lb. of Dry Ice in the AFT CARGO. There is one jump seat rider in the flight deck.

In the “Total Cargo Weight Only” FWD box, a zero is written.

**NOTE:** Chautauqua (RP) operate the ERJ 145 aircraft and requires a Zero (0) to be written if no cargo items are loaded in a specific bin.

Infant is noted, but not included in the Total Passenger Count.

Since Dry Ice is in the AFT CARGO bin, AFT is circled in the row labeled Dry Ice.

Dry Ice and is noted in the Other Information box along with their weights.

The jump seat rider in the flight deck is also noted here.
### Embraer 170 / 175 - Sample

This example represents loading an Embraer 170/175.

Bag load is 63 Standard Checked and 3 Heavy Checked in the FWD BAGGAGE.

It has 50 lb. of Freight and 4 lb. of Dry Ice in the FWD CARGO.

In the “Total Cargo Weight Only” AFT box, a zero is written.

**NOTE:** Shuttle America (S5) operates the E170/175 aircraft and requires a Zero (0) to be written if no cargo items are loaded in a specific bin.

Infants are noted, but not included in the Total Passenger Count.

FWD in the Dry Ice row is also circled.

Dry Ice is noted in the Other Information box along with the weight.

The jump seat rider in the flight deck is also noted here.

---

### CARGO LOAD REPORT

<table>
<thead>
<tr>
<th>Flight #</th>
<th>Date</th>
<th>Station</th>
<th>Dest.</th>
<th>A/C #</th>
</tr>
</thead>
<tbody>
<tr>
<td>5704</td>
<td>01/25/2010</td>
<td>HDN</td>
<td>MSP</td>
<td>638CZ</td>
</tr>
</tbody>
</table>

**Agent Signature:** John Smith  
**Agent I.D. #:** 012345

By my signature, I certify the aircraft has been loaded as stated and there are no known security breaches for this flight. By handing this Load Report to the Flight Crew, the ground staff is transferring security of the aircraft to the Pilot/Officer in Command (POC).

#### Baggage Information Only

<table>
<thead>
<tr>
<th>BAGGAGE TYPE</th>
<th>FWD BAGGAGE</th>
<th>AFT BAGGAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>PIECES</td>
<td>WEIGHT</td>
</tr>
<tr>
<td>Standard Checked</td>
<td>63</td>
<td></td>
</tr>
<tr>
<td>Heavy Checked</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Planeside Valet/Service Items</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Cargo Information Only

<table>
<thead>
<tr>
<th>CARGO TYPE</th>
<th>FWD CARGO</th>
<th>AFT CARGO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freight (lb.)</td>
<td></td>
<td>50</td>
</tr>
<tr>
<td>Mail (lb.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>O/C (Counter to Counter) Small Package Shipment (lb.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>COMAT (lb.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ballast (lb.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other (lb.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Cargo Weight Only (Baggage weight not included)</td>
<td>FWD: 50</td>
<td>AFT: 0</td>
</tr>
</tbody>
</table>

**Passenger Counts**  
TOTAL: **68**  
Adults: **68**  
Children: **0**  
Infants: **2**

**Circle As Applicable**

<table>
<thead>
<tr>
<th></th>
<th>FWD</th>
<th>AFT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Battery (Motorized Mobility Aid)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DG/HM COMAT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dry Ice</td>
<td>FWD</td>
<td></td>
</tr>
<tr>
<td>Live Animal</td>
<td></td>
<td></td>
</tr>
<tr>
<td>UN3373</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Other Information**

4.0 lb. Dry Ice in FWD CARGO

1 Jumpseat Rider – Flight Deck
This example represents loading a CRJ 200.

Bag load is 60 Standard Checked and 3 Heavy Checked in the AFT BAGGAGE.

There are 27 Planeside Valet/Service Items in the AFT BAGGAGE.

It has 50 lb. of Freight in the AFT CARGO. It has a Mobility Aid weighing 150 lb. and 4.0 lb. of Dry Ice in the AFT CARGO.

Since the Motorized Mobility Aid is in the AFT CARGO bin, AFT is circled in the row labeled “Battery (Motorized Mobility Aid)”. The AFT in the row “Dry Ice” is also circled.

Dry Ice and Mobility Aid are noted in the Other Information box along with their weights.

Infants are noted, but not included in the Total Passenger Count.
This example represents loading a CRJ 700.

Bag load is 2 Standard Checked, 1 Heavy Checked and 17 Planeside Valet/Service Items in the FWD BAGGAGE.

Planeside Valet/Service Items are loaded in the FWD CARGO and evenly distributed in the bin.

Bag load is 50 Standard Checked and 6 Heavy Checked in the AFT BAGGAGE.

It has 12 lb. of CTC (Counter to Counter)/Small Package Shipment in the FWD CARGO.

It also has 33 lb. of DG/HM COMAT in the AFT CARGO.

Since Dry Ice is in the FWD CARGO bin, FWD is circled in the row labeled Dry Ice.

Since DG/HM COMAT is in the AFT CARGO bin, AFT is circled in the row labeled DG/HM COMAT. AFT in the row labeled Live Animal is also circled.

DG/HM COMAT, Dry Ice and Live Animal are noted in the Other Information box along with their weights.

**Note:** DG/HM COMAT is accepted by OO and EV only.

Infants are noted, but not included in the Total Passenger Count.
This example represents loading **CRJ 900**.

CRJ 900 utilizes the splitting of the FWD CARGO bin. Split loads are recognized on the CLR by the use of a dash (-).

Box numbers 8-17 on the CLR Procedures Instruction sheet would require a dash (-) to designate the FWD CARGO split bin.

Bag load in the FWD CARGO is 1 Standard Checked bag split 1 in the front and 0 in the rear of the bin.

There are 27 Planeside Valet/Service Items split 15 in the front and 12 in the back of the bin.

Planeside Valet /Service Items are loaded in the FWD CARGO and evenly distributed in the bin.

**Note:** Reference the DDLR in WorldFlight for Pinnacle (9E) specific loading instructions.

Bag load is 26 Standard Checked and 2 Heavy Checked in the AFT BAGGAGE. It has a Mobility Aid weighing 100 lb. in the AFT bin.

Since the Mobility Aid is in the AFT CARGO bin, AFT is circle in the Battery (Motorized Mobility Aid) row.

Mobility Aid is noted in the Other Information box along with its weight.
Standardized Cargo Load Report - Summary

You have just completed the Standardized Cargo Load Report job aid.

**Documentation of Training:** Please enter your station and employee information on the LMS Completion Roster provided on the next page. Deliver the roster to the station Local Training Administrator (LTA) for entry into LMS. (LMS Code: ABMS10006)

________________________________________________________________

**Attention: For stations that ground handle Chautauqua (RP) and Shuttle America (S5):**

- Stations that do not have access to Delta LMS will need to record this lesson using the lesson code ABMS1006 on an approved Chautauqua and/or Shuttle America training roster and retain this roster in the stations training file. A copy of this roster should also be faxed to the Republic Airways Training Department at: 317-484-4584.

- Stations that experience a failure of LMS to record or that use the paper based training product for Delta course ABMS10006 must record this training using course code ABMS10006 on an approved Chautauqua and/or Shuttle America training roster and retain this roster in the station training file until the course appears in each employees LMS transcript. Once the LMS code appears in the learner’s transcript, Delta LMS becomes the official training record and this roster may be destroyed.
Training Documentation:

Documentation is required after completing the **Cargo Load Report** training.

The course name and code are already provided on the form.

Fill in the required blanks with your station specific information.

**PPR or Contractor ID Number:** This training code will be entered into the Delta LMS system for record keeping. Please use your Delta PPR or Contractor number as your first choice when documenting this training.

Ensure this form is provided to the station Local Training Administrator (LTA) for manual code entry into LMS.

After verifying the code update in the LMS system, this form must be discarded.

Retain this form in station file if access to LMS is not available.

---

**LMS Completion Roster**

Entries on this roster must be entered into LMS in order to receive credit.

**LOCAL INSTRUCTOR:** Submit a copy of this roster to the station’s Local Training Administrator within THREE CALENDAR DAYS of class end date. Keep a copy for your records. This form is only for those who successfully completed training.

**Course Name** _Cargo Load Report_  
**LMS Code** ABMS10006

**Station** ___ Class Start Date ____________ Class End Date ____________

**Instructor Name** ____________  
**PPR or Contractor ID**

<table>
<thead>
<tr>
<th>Name (full name)</th>
<th>PPR or Contractor ID (“C number”)</th>
<th>Dept.</th>
<th>Station</th>
<th>Score (if required)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<tr>
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<td></td>
</tr>
</tbody>
</table>

**Local Instructor Note:** Mark through names who did not complete training or who did not pass the course. Never give class credit to participants who did not successfully complete the class. Falsifying records related to training may result in criminal penalties for the individuals involved or other disciplinary action including revocation of training qualification and termination of employment.

Rev. 8/2005