

Policy Name	Air Shipment Policy		
Effective Date		Version No	
Policy Number		Revision	
Approved By		Responsible	

1. Purpose

This policy outlines the procedures and guidelines for air shipments to ensure efficiency, compliance with regulations, and the protection of goods during transit.

2. Scope

This policy applies to all employees involved in the logistics, procurement, and shipping processes within [Company Name].

3. Definitions

3.1 Air Shipment: Any goods transported via air freight, including express and standard air service.

3.2 Carrier: The airline or freight service provider responsible for transporting goods.

4. Policy Guidelines

4.1 Booking Procedures

- All air shipments must be booked through the designated logistics coordinator.
- Shipments should be booked at least [insert number] days in advance to secure space and manage costs.

4.2 Documentation Requirements

- The following documents are required for all air shipments:
 - Air Waybill (AWB)
 - Commercial Invoice
 - Packing List
 - Export/Import Permits (if applicable)

4.3 Labeling and Packaging

4.3.1 All items must be labeled clearly with the destination address and handling instructions.

4.3.2 Packaging must comply with airline regulations to prevent damage and ensure safe transport.

4.4 Shipping Costs

4.4.1 Shipping costs will be monitored and should align with the pre-approved budget.

4.4.2 Any significant deviations from estimated costs must be approved by [insert appropriate authority].

4.5 Tracking and Communication

4.5.1 All shipments must be tracked using the carrier's tracking system.

4.5.2 Notifications regarding shipment status should be communicated to relevant stakeholders within [insert timeframe].

4.6 Insurance

- All high-value shipments (over [insert amount]) must be insured.

- The logistics coordinator is responsible for arranging insurance coverage.

4.7 Customs Compliance

- All international air shipments must comply with customs regulations of the destination country.
- Proper documentation must be provided to avoid delays.

5. Responsibilities

- Logistics Coordinator: Responsible for coordinating all air shipments, ensuring compliance with this policy, and maintaining records.
- Employees: Responsible for providing accurate information for shipments and adhering to the guidelines outlined in this policy.

6. Non-Compliance

Failure to comply with this policy may result in disciplinary action and potential delays or losses in shipments.

7. Review and Amendments

This policy will be reviewed annually and may be amended as necessary to improve processes or in response to changes in regulations or company practices.

Signature:

[Your Name]

[Your Title]

[Company Name]

[Date]