CONTROL OF TRANSFERRED UNIT LOAD DEVICES

RECOMMENDATION FOR INCLUSION IN APPROPRIATE IATA MANUAL (ULD REGULATIONS – SECTION 8.2.3)

IN THE REVIEW OF THIS DOCUMENT:

- Yellow highlight in text (not in pictures) indicates a comment/question to be considered evaluated before final approval and implementation.
- Green highlight (should not be removed until full review is completed) indicates a change will be required in IATA ULDR
# Table of Contents

CONTROL OF TRANSFERRED UNIT LOAD DEVICES ............................................................................. 3

1. DEFINITIONS .................................................................................................................................. 3

2. RESPONSIBILITIES .......................................................................................................................... 4
   2.1 Carrier (Operator)’s Responsibilities .......................................................................................... 4
   2.2 Other Parties’ Responsibilities .................................................................................................... 5

3. TRANSFER OF SERVICEABLE / UNSERVICEABLE UNITS ......................................................... 5
   3.1 Transfer of Serviceable unit(s) .................................................................................................... 5
   3.2 Transfer of Unserviceable unit(s) ............................................................................................... 5

4. CONTROL OF TRANSFERRED ULD - PRACTICE ........................................................................ 5
   4.1 The transfer of ULD shall take place at a mutually acceptable location .................................... 5
   4.2 ULD Inspection during transfer .................................................................................................. 5
   4.3 ULD Control Receipt .................................................................................................................. 6
   4.4 ULD EXCHANGE CONTROL (LUC) MESSAGE ..................................................................... 6

5. CONTROL OF TRANSFERRED ULD - PROCEDURES .................................................................. 7
   5.1 Field Office Procedures ............................................................................................................... 7
   5.2 Head Office Procedures ................................................................................................................. 7

6. IATA RECOMMENDED PRACTICE 1654 ..................................................................................... 7
   RECOMMENDED PRACTICE 1654 UNIT LOAD DEVICE CONTROL RECEIPT ............................... 7
   6.1 Dimensions of the ULD Control Receipt ..................................................................................... 7
   6.2 Instructions for Completion of the ULD Control Receipt ............................................................... 8
   PART A ............................................................................................................................................... 8
   PART B ............................................................................................................................................... 9
   PART C .............................................................................................................................................. 11
   PART D ............................................................................................................................................... 12
   6.3 Instructions for processing parts of the ULD Control Receipt .................................................... 12

Appendix ‘A’ ........................................................................................................................................ 13

ULD CONTROL RECEIPT FORM ...................................................................................................... 13

Appendix ‘B’ ........................................................................................................................................ 14

ULD EXCHANGE CONTROL (LUC) MESSAGE TEXT DESCRIPTION ................................................ 14

ULD EXCHANGE CONTROL MESSAGE (LUC) .................................................................................. 16

Appendix ‘C’ ........................................................................................................................................ 17

ULD EXCHANGE CONTROL (LUC) MESSAGE .............................................................................. 17
CONTROL OF TRANSFERRED UNIT LOAD DEVICES

Section 8.2.3 has been developed through a review and consolidation of content from various IATA manuals, more specifically:

- IATA ULD REGULATIONS: 1ST Edition – 1 January 2013

The review has addressed inconsistencies in the manuals, improves the description of the process and makes the information accessible to all logistics chain parties involved in the ULD transfer process.

Procedures for the recording and reporting of ULD transfers between parties shall be followed by both airlines and non-airlines parties such as ground handlers and cargo terminal operators to record the transfer of ULD between parties.

1. DEFINITIONS

Due to the technical character of these Regulations, precise vocabulary use and understanding is necessary. The use of apparent synonyms may be misleading and should be avoided. When in doubt on a term while reading a part of these Regulations, refer to the “GLOSSARY-TERMS AND DEFINITIONS” section provided at the end, which contains the internationally agreed ISO definitions, to precisely interpret the wording

- “CARRIER (Operator)”:
  An airline which has a valid Air Operating Certificate (AOC).
- “FINAL DESTINATION”:
- “GROUND HANDLING AGREEMENT”
  In such agreements, carrier, ULD owner and handling company shall be identified.
- “HANDLING COMPANY”:
  With respect to ULDs, third party service provider which acts on behalf of a carrier or ULD owner.
- “PARTY”:
  Logistics Chain Stakeholder including but not limited to: carrier (operator), ULD owner, ground handler, freight forwarder, etc.
- “POOL ROUTE”:
  A route between two stations where ULDs are pooled and control receipts need not to be exchanged.
- “RECEIVING PARTY”:
  A party that receives an aircraft ULD from a transferring party at a transfer point.
- “TRANSFER”:
  The transfer of ULDs from one party to another, irrespective of whether either party has appointed a handling company to act on its behalf. Transfers made by or to handling
companies will be considered to be transfers by the receiving or transferring parties for the purposes of completing control receipts.

- **“TRANSFER POINT”:** Definition required
- **“TRANSFERRING PARTY”:**
  A party that transfers an aircraft ULD to a receiving party at a transfer point.
- **“ULD OWNER”:**
  A party which is the owner or lessee of an aircraft ULD
- **“UNIT LOAD DEVICE” (ULD):**
  Either an aircraft pallet and pallet net combination, or an aircraft container, also sometimes referred to in this document as “unit”.

### 2. RESPONSIBILITES

#### 2.1 Carrier (Operator) Responsibilities

Refer to IATA ULD regulations – 1st Edition section 1.4.3, inasmuch as any of compliance (see section 1.4.1), and the specific responsibilities (see section 1.4.2) is sub-contracted by the carrier (Operator), or otherwise performed by other parties, the carrier (Operator) remains responsible to its overseeing Authority for all the aspects of proper handling of ULD loaded aboard its aircraft. The carrier (Operator) must ensure that:

- The organization and distribution of field responsibilities are unambiguously defined;
- Handling agreements or any bilateral or multilateral instruments delegation tasks in relation with ULDs contain due reference to the applicable Regulations;
- Delegated organizations effectively receive the Operator’s Instruction (see section 1.4.4 in IATA ULD Regulations -1st Edition) and their updates;
- Personnel training programs meeting the requirements of these Regulations are defined and implemented;
- The carrier’s (Operator’s) operational Quality Control department has unrestricted access to all personnel, locations, and documents of other parties involved in order to perform its audit (see section 1.4.6 in IATA ULD Regulations -1st Edition)

In regards to “Transfer” (see section 1.4.7 in the IATA ULD regulations – 1st Edition)

Whenever ULDs are interlined, interchanged, or transferred between parties, the responsible Operator is the accepting carrier, operating the aircraft they are to be carried on. The carrier (Operator) that provides the ULDs to be carried remains their owner.

Accordingly, at the time of any ULD transfer it must be checked by both parties that each ULD meets the applicable airworthiness criteria and other requirements, including presence of the maximum allowable damage information covered by the Operational Damage Limit Notice (ODLN, see section 7, Standard Specifications 40/3 or 40/4 in IATA ULD Regulations -1st Edition). This must be duly recorded. From there on, responsibility for handling, inspecting and controlling the ULD’s air worthiness and acceptability on the aircraft remains that of the accepting Operator (carrier) till it is handed back to its owner.
For applicable ULD acceptance standards, see Operating Specification 6/00 in section 6 of IATA ULD Regulations. For the more detailed operational transfer, interlining and interchange requirements see Sub-section 9.7

2.2 Other Parties’ Responsibilities
Notwithstanding the provisions of 1.4.3, any party involved in one or more phase(s) of ULD handling has the responsibilities outlined in section 1.5 in the IATA ULD Regulations, under the supervision of the operating carrier and subject to penalties defined in the relevant contracts. Parties ensuring several of the listed functions have the total responsibilities defined for each function.

3. TRANSFER OF SERVICEABLE / UNSERVICEABLE UNITS
Refer to AHM422

3.1 Transfer of Serviceable unit(s)
The transferring party shall be responsible to ensure that unit is serviceable at the time of transfer in accordance with the serviceability standards published by at the time of transfer in accordance with the serviceability standards published by IATA and/or the receiving party.

3.2 Transfer of Unserviceable unit(s)
If the unit is unserviceable and is not owned by the transferring party, it shall be handled as follows:
   a) The party in possession of the unserviceable unit shall notify the ULD owner to agree upon dispossession or repair of the unit;
   b) The repair of units by other than the ULD owner shall be in accordance with the applicable governmental and ULD owner standards;
   c) The cost for effecting repair of (un)serviceable units shall be borne by the party who was in possession of the unit when the damage occurred.

Component parts of units shall not be separated and shall remain with the original unit.

4. CONTROL OF TRANSFERRED ULD - PRACTICE
Refer to sub-section 9.7 in the IATA ULD regulations – 1st Edition

4.1 The transfer of ULD shall take place at a mutually acceptable location

4.2 ULD Inspection during transfer

4.2.1 During the transfer of ULD, the receiving party shall check the conditions of the ULD against its damage limits as per the attached ODLN, airline equivalent notice, or limitation information contained in the CMM to ensure it is airworthy prior to acceptance of the ULD.
(See IATA ULD Regulations Section 2.8, OS 6/00)

4.2.2 Where any damaged exceeds that permitted as per the attached ODLN, airline equivalent notice, or limitation information contained in the CMM, the transfer of the ULD shall not
proceed unless the receiving party agrees to accept the ULD in the full knowledge of its condition.

4.2.3 Any damaged found during transfer inspection shall be recorded on the receipt (see section 9.7.4.3).

4.2.4 Reference shall be made to the IATA ULD Regulations Section 6 OS 6/00 (ULD Acceptance Standards) for criteria to determine ULD condition acceptability at inspection prior to acceptance for transfer between carriers or parties.

4.3 ULD Control Receipt

During the transfer of ULD, the transferring party shall provide the receiving party a receipt in paper or electronic form (see Appendix A) for the transferred unit.

4.3.1 The transferring party shall be entitled to a confirmation (in paper or electronic form) from the receiving party. In the absence of the receipt, the transferring party shall remain responsible for the ULD.

4.3.2 The transferring and receiving parties shall be responsible for maintaining accurate and easily accessible record of all ULD transfer for two (2) years after the transfer.

4.3.3 A ULD Control Receipt, as defined in Recommended Practice 1654 and shown in Appendix A (end of section 8.2.3.6) must be issued:

- At the time of every transfer of a loaded or empty unit with the signature from the receiving party or consignee for receipt of the unit;
- At the time a party discovers one of its own ULDs in the possession of another party, provided the holder is not able to return the ULD to the owner;
- Shall be completed:
  - By the transferring party with the data applicable to each ULD, as required on the form. The receiving party shall sign the control receipt to approve the acceptance of the ULD;
  - Shall be completed and distributed as set forth in section 8.2.3.6;

4.3.4 When a ULD Control Receipt is used under this procedure, either a copy of the receipt form or a LUC message shall be sent to (all the relevant) ULD control center of the parties.

ULD control procedures are essential because of the high costs of ULDs and the provision of a control receipt is vital for their protection. In the interest of uniformity, the above procedure should be applied by all parties involved in the transfers of ULDs.

To ensure complete control of ULDs, this procedure should also be used in conjunction with AHM423 and AHM424.

4.4 ULD EXCHANGE CONTROL (LUC) MESSAGE

The LUC message is used by Transferring/Receiving Parties when sending transfer information by teletype/email to their Head Office ULD Control Centre. The information contained in the boldly outlined areas of a completed ULD Control Receipt represents the text of an LUC message (see ‘Appendix B’ and ‘Appendix C’).
5. CONTROL OF TRANSFERRED ULD - PROCEDURES

5.1 Field Office Procedures

When transferring/receiving a Unit Load Device (ULD) to another party, the following action must be taken:

5.1.1 Complete a ULD Control Receipt (in paper or electronic form) as per Recommended Practice 1654 (see section 8.2.3.6)

5.1.2 Forward original copy (in paper or electronic form) to your Head Office ULD Control Centre

5.1.3 Provide receiving party with a copy of the Control Receipt

5.1.4 Retain a record on the Field Office file

5.1.5 In order to expedite the input of information to the Head Office ULD Control Centre, it is required that Field Offices, in addition to forwarding the completed ULD Control Receipts, also send an LUC message or an electronic form for each completed Control Receipt, at the time of every transfer of a loaded or empty ULD.

Note: It is permissible but not essential, for parties to control the issue of ULD Control Receipts by serial number to ensure that they are receiving a copy of all receipts issued by their Field Offices.

5.2 Head Office Procedures

The Head Office ULD Control Centre should collate the ULD Control Receipts (in paper or electronic form) received from their Field Offices and transmit the transfer information contained on these Receipts into LUC messages. These ULD Control Receipts should be kept on records for a period of two (2) years after the transfer.

6. IATA RECOMMENDED PRACTICE 1654

The Standard Unit Load Device Control Receipt is governed by IATA Recommended Practice 1654 which is reproduced below

RECOMMENDED PRACTICE 1654
UNIT LOAD DEVICE CONTROL RECEIPT
RECOMMENDED that,

When a unit load device (ULD) is transferred, a ULD control receipt as shown in Appendix ‘A’ (in paper or electronic form) shall be completed by the transferring carrier.

6.1 Dimensions of the ULD Control Receipt

The outside dimensions shall be:

Size A4 – 21 x 29.7 cm (8.3 x 11.7 in) or

Size Letter – 21.59 x 27.94 cm (8.5 x 11 in)
6.2 Instructions for Completion of the ULD Control Receipt

The following is an explanation of the information which is to be shown on the ULD control receipt.

PART A

6.2.1 Transferring Party’s logo

Insert transferring party’s logo, which could be either an airline’s logo, which is legally allowed to operate public transport services under an Air Operator Certificate (AOC) or a non-airline’s logo.

6.2.2 Originator

Preprinted “Login Name” of the party who creates the document.

6.2.3 Control Receipt Number

Preprinted eight-digit receipt serial number, which will be on the top right of the UCR form. The number will be used when auto generated the LUC message.

COMMENT/QUESTION: LUC message requires a prefix of 3-digit in front of the eight-digit Control Receipt Number which was also on the old UCR form. This 3-digit prefix serves to recognize the party who submits the LUC message (the transferring party) for accounting purposes recognized by IATA Clearing House (001 for AA, 014 for AC, 172 for CV, a unique accounting code identifier per airline. What will be used in LUC messages by non-airlines?

6.2.4 Transferring Party’s Details

Indicate details of party transferring the ULD, includes its full name, contact address, SITA and/ or email address.

6.2.5 Receiving Party’s Details

Indicate details of party receiving the ULD, includes its full name, contact address, SITA and/ or email address.
6.2.6 Transferred By

Indicate the party transferring the ULD. If an airline, enter two-character airline code. If not an airline, insert a *unique full name* of transferring party.

6.2.7 Received By

Indicate the party receiving the ULD. If an airline, enter two-character airline code. If not an airline, insert *unique full name* of receiving party

**COMMENT/QUESTION:** Current LUC protocol syntax provides for 8 characters including YY at the beginning, i.e. YY to identify non-airlines and six characters for abbreviated name. Will that change? What will be used in LUC messages to identify non-airlines? TBD

6.2.8 Date of Transfer (LT)

Insert the local date of transfer, using two digits to identify “Day”, three letters to identify “Month”, and two digits to identify “Year”, e.g. 1 April 2013 to be shown as 01APR13

6.2.9 Time (LT)

Insert local time of transfer (24-hour clock), e.g. 4:30PM to be shown as 1630

6.2.10 Transfer point

Insert three-letter of airport code where the transfer took place. If it’s returned transfer, transfer point is the same as return location
6.2.11 IATA ULD ID Code

Insert the nine or ten-character identification code

6.2.12 ULD Support Equipment

- **Net**: Enter the quantity of nets that were transferred/ returned with the ULD
- **Doors**: Enter the number of doors used on each ULD transferred
- **Straps**: Enter the quantity of straps used on transferred/ returned ULD
- **Fittings**: Enter amount of support fittings transferred/ returned with the ULD

Information will be inserted under Supplement Information (SI) in the LUC message

6.2.13 Final Destination *(optional)*

**Comment:** Final Destination is a mandatory field in the LUC message. Changing this rule will involve requesting to change the current LUC message protocol. A default code may have to be used/defined to compensate for missing *(optional)* information.

Insert three-letter designator of airport code for which each of unit is destined. If it’s returned transfer, final destination is the same as return location.

6.2.14 Demurrage Code

Insert three-character designator of demurrage code, for example:

- **ZZZ**: ULD transferred as Courtesy Move - When a ULD owner requests a courtesy move of containers by another party, the control receipt will be completed with ‘ZZZ’ entered as the demurrage code;
- **HHH**: Lending Empty ULDs - When a ULD owner lends ULDs to another party due to that party’s shortage of units, the control receipt will be completed with ‘HHH’ entered as the demurrage code;
- **BCC**: ULD return delayed due to Government Regulations Procedures – In order to indicate the return of the unit was caused by conditions beyond the control of the receiving party, the control receipt will be completed with ‘BCC’ entered as the demurrage code;

Information will be inserted under Supplement Information (SI) in the LUC message

6.2.15 Damage Check-Box *(optional)*

Insert checkmark (✓) if ULD is damaged. This information is interpreted as ‘DAM’ in the LUC message. If it has been left as ‘blank’ or mark defined, then it will be interpreted as ‘SER’ in the LUC message
6.2.16 ODLN Code *(optional)*

Enter two designator codes of ODLN or Operational Damage Limit Notices. ODLN code is used to define type of damage after visually check the serviceability of ULDs. Refer to section 7, Standard Specifications 40/3 or 40/4 in ULD Regulations Effective 1 January 2013. There are four categories of ODLN code, which are:

- Operational Damage Limit for Containers
- Operational Damage Limit for Pallets
- Operational Damage Limit for Pallet Net
- Operational Damage Limit for NON-Certified ULD

Information will be inserted under Supplement Information (SI) in the LUC message.

6.2.17 Damage Description *(optional)*

A free text form to specify the nature of irregularity in case of any irregularity to the ULD (The damaged box is also marked or non-blank)

Information will be inserted under Supplement Information (SI) in the LUC message.

**PART C**

Remarks/ Supplement Information (SI) *(optional)*

Insert other required remarks, if any. In case of damage or incomplete units or mismatched parts or serviceability, give detailed description.

6.2.18 Transferring Party Full Name & Signature – ULD Released

Enter full name & signature of the individual authorized to sign this form on behalf of the Transferring party with date and local time (24-hour clock format) when releasing transferred ULD. Use digital signature if prepare UCR in electronic form.
6.2.19 Receiving Party Full Name & Signature – ULD Released

Enter full name & signature of the individual authorized to sign this form on behalf of the Receiving party with date and local time (24-hour clock format) when releasing transferred ULD. Use digital signature if prepare UCR in electronic form.

6.2.20 Transferring Party Full Name & Signature – ULD Returned

Enter full name & signature of the individual authorized to sign this form on behalf of the Transferring party with date and local time (24-hour clock format) when returning transferred ULD. Use digital signature if prepare UCR in electronic form.

6.2.21 Receiving Party Full Name & Signature – ULD Returned

Enter full name & signature of the individual authorized to sign this form on behalf of the Receiving party with date and local time (24-hour clock format) when returning transferred ULD. Use digital signature if prepare UCR in electronic form.

PART D

6.2.22 Liability Clauses for Loss or Damage

Preprinted wording is used to clarify liability for ULDs in case of Loss or Damage. The following wording shall be shown on the reverse of all parts of the ULD Control Receipts (UCR):

“The use of a carrier-owned unit load device is subject to provisions in applicable tariffs in effect as of the date hereof including provisions which are filed in accordance with the law. In particular, the shipper or the consignee shall be liable for demurrage if the unit load device is held in excess of the time specified in the applicable tariff; the shipper or the consignee shall be liable for damage sustained by a unit load device while in the use and possession of the shipper or consignee; the shipper or the consignee shall be liable for a non-return penalty as specified in the applicable tariff. **THE RECEIVING PARTY ASSUMES RESPONSIBILITY TO THE ULD OWNER FOR THE CONTINUED AIRWORTHINESS OF THE ULD WHILE IN HIS POSSESSION**”

6.3 Instructions for processing parts of the ULD Control Receipt

6.3.1 Original - Transferring Party Control

6.3.2 Copy 1 – Receiving Party/ Customer driver
Appendix ‘A’

ULD CONTROL RECEIPT FORM

<table>
<thead>
<tr>
<th>TRAFORE</th>
<th>RECEIVED BY</th>
<th>DATE OF TRANSFER</th>
<th>TIME (LT)</th>
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<tbody>
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<table>
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<th>ITEM CODE</th>
<th>SERIAL NO.</th>
<th>OWNER</th>
<th>ULD SUPPORT EQUIPMENT</th>
<th>FINAL DESTINATION</th>
<th>DAMAGE CODE</th>
<th>DAMAGE DESCRIPTION</th>
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</tbody>
</table>

**REMARKS**

- Damage Code Key
  - Beyond Carrier's Control: BCC
  - Unit Noted at MAH: UN
  - Carrier Maintenance: CM

**LIABILITY FOR LOSS OR DAMAGE**

The use of a carrier-owned unit load device is subject to provisions in applicable tariffs in effect as of the date hereof including provisions which are filed in accordance with the law. In particular, the shipper or the consignee shall be liable for demurrage if the unit load device is held in excess of the time specified in the applicable tariff, the shipper or the consignee shall be liable for damage sustained by a unit load device while in the use and possession of the shipper or consignee; the shipper or the consignee shall be liable for a non-return penalty as specified in the applicable tariff. THE RECEIVING PARTY ASSUMES RESPONSIBILITY TO THE ULD OWNER FOR THE CONTINUED AIRWORTHINESS OF THE ULD WHILE IN HIS POSSESSION.
Appendix ‘B’

ULD EXCHANGE CONTROL (LUC) MESSAGE TEXT DESCRIPTION

LINE

The elements are grouped by level and are referenced in decimal sequence

STATUS

“M” indicates mandatory status — must be entered.

“C” indicates conditional status — entry dependent upon certain circumstances and/or the presence of other information.

“O” indicates optional status — entry of information if known is at the option of the sender.

Element

The description of each element indicates the type of information required.

“Standard Message Identifier” (SMI) is an approved three-letter code which is shown at the beginning of a standard message text and is used uniquely to identify a given type of message. It shall be shown separately on the first line after the address envelope.

Separator Characters

General rules for message construction allow the use of →, /, ,, ·, ≡ as separator characters

Syntax Rules

For the clear description of Standard Message Texts (SMT) standardized symbols are used to describe formats as set out in the ATA/IATA Interline Communications Manual. These symbols and their meaning are as follows:

- a represents a single alphabetic character
- f represents a single numeric character
- m represents mixed alpha (characters A through Z) and figures (numerals 0 through 9); excludes graphics, spaces, and other special characters
- t represents a character in free form text (alphabetic, numeric, graphic or space)
- ( ) brackets framing the symbols “a”, “f” or “t” indicate the optional status of the character(s)
- [.N] indicates a number N of characters or group of characters (in this case to avoid confusion the group will be underlined), e.g.:
  - a[N] represents a number N of alphabetic characters
  - aaa[N] represents a number N of the group of 3 alphabetic characters
[..N] indicates a number of characters up to and including a number N

[M..N] indicates M is lower limit and N is the upper limit inclusively

↑ indicates a figure shift (in Alphabet No. 2)

↓ indicates a letters shift (in Alphabet No. 2)

→ indicates a space character; a number of space characters is indicated by →[N] or →[..N]

< indicates a carriage return

≡ indicates a line feed onto the next line; a number of line feeds is indicated by ≡[N] or ≡[..N]
ULD EXCHANGE CONTROL MESSAGE (LUC)

To transmit from any location to an airline headquarters, the basic details of the transfer of liability for a ULD from one party to another

<table>
<thead>
<tr>
<th>Ref. No.</th>
<th>Status</th>
<th>Element</th>
<th>Character Format</th>
<th>Example of Element</th>
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<td>Carrier’s Code (receiving)</td>
<td>aa fa or af</td>
<td>AA</td>
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<td>2.7.2</td>
<td>C</td>
<td>Non-Carrier identifier (if Carrier’s code is YY)</td>
<td>t[..6]</td>
<td>EMERY</td>
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<td>M</td>
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<td>CRLF</td>
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<tr>
<td>2.8</td>
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<td>Transferring Party Details</td>
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<td></td>
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<tr>
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<td>M</td>
<td>Carrier’s Code (transferring)</td>
<td>aa fa or af</td>
<td>BA</td>
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<td>2.8.2</td>
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<td>Non-Carrier identifier (if Carrier’s code is YY)</td>
<td>t[..6]</td>
<td>MEADOW</td>
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<td>2.8.3</td>
<td>M</td>
<td>Separator</td>
<td>CRLF</td>
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<td>2.9</td>
<td>M</td>
<td>Location (of Transfer)</td>
<td>aaa</td>
<td>ORD</td>
</tr>
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<td>M</td>
<td>Separator</td>
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<td>&lt;=</td>
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<td>2.13</td>
<td>M</td>
<td>Location (of Final Destination)</td>
<td>aaa</td>
<td>LAX</td>
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<td>2.14</td>
<td>M</td>
<td>Separator</td>
<td>CRLF</td>
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<td>2.15</td>
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<td>ULD Condition Details</td>
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<td></td>
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<td>2.15.1</td>
<td>C</td>
<td>ULD Serviceable Code (either enter SER) or</td>
<td>aaa</td>
<td>SER</td>
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<tr>
<td>2.15.2</td>
<td>C</td>
<td>ULD Damage Code (DAM must be entered)</td>
<td>aaa</td>
<td>DAM</td>
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<td>2.16</td>
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<td>Separator</td>
<td>CRLF</td>
<td>&lt;=</td>
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</table>

**Note:** Element 2-2.16 can be repeated six times

- Separator following three numeric Airline Accounting Code number can either be a dash or a space
- Date of Transfer – If 4 digits year is used then century precedes year, if 2 digits year is used then it is year without century
Appendix ‘C’

ULD EXCHANGE CONTROL (LUC) MESSAGE

Example of an LUC message for a transfer between airlines

LUC
AKE2800GF/15FEB2000/1000/BA/GF/HKG/072-29050302/LHR/SER
AW23590GF/15FEB2000/1000/BA/GF/HKG/072-29050302/JFK/SER
PAG5499GF/15FEB2000/1000/BA/GF/HKG/072-29050302/LHR/SER

Example of a LUC message for a transfer between airline and non-airline

LUC
PMC37285R7/01AUG13/0353/YYPANALP/CV/FRA/270-03247128/FRA/SER
PMC33177R7/01AUG13/0353/YYPANALP/CV/FRA/270-13247128/FRA/DAM
PMC39470R7/01AUG13/0353/YYPANALP/CV/FRA/270-23247128/FRA/SER