



HANDLING CARGO AND SHIPPING DOCUMENT



COURSE OVERVIEW

This course provides participants with a comprehensive understanding of cargo handling procedures and the correct use and management of shipping documents within international trade and logistics operations. The training emphasizes the importance of documentation accuracy, regulatory compliance, and coordination between stakeholders in the cargo supply chain. Participants will learn best practices for managing inbound and outbound shipments by land, air, and sea, focusing on efficient documentation, cargo inspection, and handling standards.

DATES, VENUES AND FEES



07 – 11 December 2025 - Dubai

(5 Days)

Fees

US\$ 4500

Note: Fee is per participant + 5% VAT (if applicable).
Groups from the same company can enjoy a **discounted** price.

WHO SHOULD ATTEND?

This course is appropriate for a wide range of professionals but not limited to:

- Logistics and supply chain professionals
- Freight forwarders and shipping agents
- Export/import officers and trade compliance staff
- Warehouse and terminal supervisors
- Customs brokers and transport coordinators
- Professionals involved in procurement, distribution, or shipping operations

CONTACT US NOW

+971 (4) 4539841 – 42 – 43
WhatsApp: +971 52 398 7781

Millennium Solutions Training Center FZ-LLC
Block 2B, 1st Floor, Office 134, Knowledge Park, Dubai, UAE

Email: info@mstcme.com
Website: www.mstcme.com





ACCREDITATION



This training course is certified by CPD.

The CPD Certification Service is the leading independent CPD accreditation institution operating across industry sectors to complement the Continuing Professional Development policies of professional institutes and academic bodies. The CPD Certification Service provides support, advice, and recognised independent CPD accreditation compatible with global CPD principles. CPD is the term used to describe the learning activities professionals engage in to develop and enhance their abilities and keep skills and knowledge up to date. CPD Units are only awarded to programmes after each programme is scrutinised to ensure integrity and quality according to CPD standards and benchmarks.

COURSE CERTIFICATE

MSTC certificate will be issued to all attendees completing a minimum of 80% of the total tuition hours of the course.

CPD internationally recognized certificate will be issued for all participants who will meet the course requirements. CPD certificates will be issued within a month of the successful completion of the course.

TRAINING METHODOLOGY

- Expert-led sessions with dynamic visual aids
- Comprehensive course manual to support practical application and reinforcement
- Interactive discussions addressing participants' real-world projects and challenges
- Insightful case studies and proven best practices to enhance learning

LEARNING OBJECTIVES

By the end of this course, participants should be able to:

- Understand various types of cargo and how to handle them safely and efficiently.
- Identify and complete key shipping documents such as Bills of Lading, Commercial Invoices, Packing Lists, and Certificates of Origin.
- Comprehend customs and regulatory requirements for international cargo movement.
- Implement best practices for cargo storage, inspection, and damage prevention.
- Coordinate effectively with freight forwarders, carriers, and port/airport operators.
- Minimize risks, delays, and costs associated with improper documentation or handling.

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COURSE OUTLINE

DAY 1

Fundamentals of Cargo Handling and Transportation

- Pre test
- Introduction to cargo types (bulk, break-bulk, containerized, hazardous, etc.)
- Modes of transportation: air, sea, road, rail
- Cargo classification and packaging standards
- Introduction to international shipping and cargo flow
- Basic handling equipment and safety protocols

DAY 2

Key Shipping Documents and Their Functions

- Overview of essential documents:
 - Bill of Lading (B/L)
 - Airway Bill (AWB)
 - Commercial Invoice
 - Packing List
 - Certificate of Origin
 - Insurance Certificate
- Document preparation and verification
- Role of electronic documentation (eDocs and eAWBs)

DAY 3

Legal, Regulatory, and Customs Requirements

- Incoterms 2020 and their impact on documentation
- Customs clearance procedures and documentation
- Understanding tariffs, duties, and taxes
- Import/export control documents
- Regulatory bodies (WCO, IMO, IATA, etc.)

DAY 4

Cargo Handling Operations and Best Practices

- Warehousing and storage procedures
- Cargo inspection and damage control
- Handling hazardous and sensitive goods
- Stowage planning and load optimization
- Collaboration between carriers, port authorities, and logistics providers

DAY 5

Documentation Errors, Risk Management & Case Studies

- Common documentation mistakes and how to avoid them
- Handling lost or damaged cargo claims
- Risk management in shipping and transport
- Real-life case studies and group exercises
- Final Q&A and wrap-up session
- Post test

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