

**Cargo Notice No: IT/001/07      March 2007**

**To: All Transit Shed Operators at Heathrow Airport**

**SUBJECT: PROCEDURE FOR HANDLING MAIL WITHIN AN APPROVED  
TEMPORARY STORAGE FACILITY AT HEATHROW AIRPORT**

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**1 DEFINITION**

Mail is defined under the convention of The Universal Postal Union (UPU) and may constitute Letter Post, Packets and Parcels which are imported and cleared Customs or which are to be deconsolidated and reconsolidated for onward shipment under CN documents used specifically for mail. There will be no change to the above by this notice.

As a special facilitation, mail is permitted to be temporarily deposited in Temporary Storage facilities [ Transit Sheds only ] approved to handle freight at Heathrow Airport.

Mail must be held in a dedicated area, within the facility. Mailbags must not be opened within the facility under any circumstances. If a bag has been received or found to be opened or damaged where the contents may be exposed, HMRC and the appropriate Postal Authority must be contacted immediately.

**2 PROCEDURE**

The following procedure has been discussed with the AOCC and is considered the preferred way by Customs to report and control the movement of Mail within the Transit shed. The standard procedures and conditions for handling freight must also be followed for mail consignments except where following procedures are to be applied.

**INVENTORY RECORD****(i) Cargo Air waybill**

For all Mail travelling on normal airline air waybills (Import, Export and Transshipment), an inventory record must be created using that air waybill. Mail must then be treated as cargo and processed accordingly.

**(ii) Mail Documentation**

For all other Mail, an inventory record must be created using a specific format. MAI (Import) or MAE (Export) is to be used as the AWB prefix. For the remainder of the AWB, a four digit flight number (with leading zeros if required) followed by a four digit date / month is to be used.

Thus ten bags of mail received / departing on a flight number 282 on 13<sup>th</sup> March 2007 would require a record under an AWB number MAI 02821303 ( for import ) or MAE 02821303 ( for export ). Traders unable to create a record in this format must agree an alternate format with HMRC.

The inventory record thus created must show the 'number of mailbags' not the number of units they are contained in, unless units are to be transferred intact.

**IMPORT MAIL** can only be transferred to an approved Postal Authority directly or via another Transit shed.

**(i) Transfer to another Transit Shed**

Using the agreed format, MAI record must be created as terminating at Heathrow. An inter shed removal request may then be input by TSO to transfer the Mail to another Transit Shed within the same airport.

**(ii) Transfer to Approved Postal Depots**

Using the agreed format, MAI record must be created as terminating at Heathrow. An inter airport removal request to a dummy airport XIM may be input by TSO to transfer the Mail to one of the Approved Postal Depots. XIM has been set up as a collective code for Royal Mail and its Approved Postal Depots and must not be used for other destinations. The description box should reveal the type of Mail / destination depot etc (e.g. Coventry Mail, US Forces Mail etc). Documentary evidence for these movements must also be kept for audit purposes.

**TRANSIT MAIL** must only be received from, an approved Postal Authority location or a Temporary Storage Operator.

**(i) On line Through Transit** Using the agreed format, MAI record must be created and cleared as a through air waybill with actual destination.

**Re-export** Mail can be manifested (if required) but a departure message must always be sent to CCS-UK for each consignment.

**(ii) Off line Through Transit** Using the agreed format, MAI record must be created. You may request through air waybill release to actual destination for 'air to air' transfer of mail bags, which are to be exported through another Transit Shed within the same Airport. Alternatively, you may create a terminating record and input transit request to actual destination.

**Re-export** Create an export record using original MAI air waybill number used by import shed and actual origin and actual destination. Mail can then be manifested (if required) but a departure message must always be sent to CCS-UK for each consignment.

**EXPORT MAIL** Using the agreed format, MAE record must be created and processed as import through air waybill, using XEM as a dummy airport of origin and actual destination.

Mail must then be processed as re-export of on line through AWB. It can be manifested (if required) but a departure message must always be sent to CCS-UK for each consignment.

## **EC MAIL**

**(i) Import** Using the agreed format, MAI record must be created for import and the consignment processed as EC freight.

**(ii) Export** Using the agreed format, MAE record must be created from actual origin and consignment processed as EC freight.

### **3 PHYSICAL TRANSFER OF MAIL**

Mail must only be released from the facility on one of the approved documents e.g. removal authority, TAWB release document etc.

For transfer of mail between facilities with no airside access, the vehicles must be secure and meet DfT and normal requirements for transfer of freight under Customs control. Transfer of mail to other Postal Authority / Mail Depots like Coventry, Mount Pleasant etc must also be in vehicles acceptable to Royal mail and Customs under normal removal procedures.

For audit purposes, signed copies of release documents and all other relevant documents must be retained for a period of four years. Records must be kept up to date and be accessible to Custom Officers at all times.

A detailed procedure must be submitted to Freight Processing Team – Detection 12 prior to handling mail in a Temporary Storage Facility.

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London detection Region

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