

**FILE INDEX**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Remarks** | **File Name** | **SQ#** | **Remarks** | **File Name** | **SQ#** |
| If Applicable | AHL Opened | 36 | If Applicable | Staff File | 01 |
| If Applicable | AHL Closed | 37 | If Applicable | Out Source Employees | 02 |
| If Applicable | OHD Opened | 38 | If Applicable | Contract File | 03 |
| If Applicable | OHD Closed | 39 | If Applicable | Daily Attendance | 04 |
| If Applicable | Left Behind | 40 | If Applicable | Daily over time | 05 |
| If Applicable | JEDLZ File | 41 | If Applicable | Daily Staff Rooster | 06 |
| If Applicable | Baggage settlement | 42 | If Applicable | Training Record | 07 |
| If Applicable | DPR File | 43 | If Applicable | Ramp Driving License | 08 |
| If Applicable | Baggage Compensation | 44 | If Applicable | Station Salaries | 09 |
| If Applicable | Monthly Baggage Report | 45 | If Applicable | Staff/ Labor Uniform | 10 |
| If Applicable | In Bound Cargo | 46 | If Applicable | On Job Training | 11 |
| If Applicable | Out Bound Cargo | 47 | If Applicable | Job Description | 12 |
| If Applicable | In Bound Air mail | 48 | If Applicable | Organization Chart | 13 |
| If Applicable | Out Bound Air mail | 49 | If Applicable | Saudia Quality | 14 |
| If Applicable | Government Mail Control | 50 | If Applicable | SGS Quality | 15 |
| If Applicable | Custom Delivery | 51 | If Applicable | GACA Meeting | 16 |
| If Applicable | Daily Sales | 52 | If Applicable | Saudia Bulletin | 17 |
| If Applicable | Staff DGR License | 53 | If Applicable | SGS Bulletin | 18 |
| If Applicable | GTR File | 54 | If Applicable | Daily Operations Check list | 19 |
| If Applicable | Monthly Revenue Report | 55 | If Applicable | Load Instruction Report | 20 |
| If Applicable | Monthly Statistics Report | 56 | If Applicable | Manual Load Sheets | 21 |
| If Applicable | O.A.L Job Tickets | 57 | If Applicable | Gse Equipment Record | 22 |
| If Applicable | Authorization Letter | 58 | If Applicable | Fleet Service check list | 23 |
| If Applicable | Monthly Cargo In/Out Report | 59 | If Applicable | For Gse PM Check list | 24 |
| If Applicable | Monthly Mail In/Out Report | 60 | If Applicable | Weight Calibration File | 25 |
| If Applicable | Cargo Rejected File | 61 | If Applicable | Hand Radio Receiving & Delivery | 26 |
| If Applicable | Void AWB | 62 | If Applicable | Station Stationary | 27 |
| If Applicable | Cargo Claim File | 63 | If Applicable | Store Requisition | 28 |
| If Applicable | Rate Sheet For Cargo | 64 | If Applicable | Daily Cash sales | 29 |
| If Applicable | DGR Rejected File | 65 | If Applicable | Excess Baggage | 30 |
| If Applicable |  |  | If Applicable | Daily Bank Deposit | 31 |
|  |  |  | If Applicable | Monthly Expenses For Delay Flights | 32 |
|  |  |  | If Applicable | Station Monthly Expenses | 33 |
|  |  |  | If Applicable | Monthly Cargo Handling Report | 34 |
|  |  |  | If Applicable | Passenger Compensation | 35 |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |