



**B U L L E T I N**

**July 25, 2007**

*Contact: Ms. Annmarie Visciano  
Underwriting Manager  
212-697-3535 x 161  
[aviscian@nvcirb.org](mailto:aviscian@nvcirb.org)*

**R.C. 2138**

**To the Members of the Board**

**RE: New York Workers Compensation  
Classification Codes – Aviation Industry**

The Rates Committee has adopted, and the New York State Insurance Department has approved, effective, October 1, 2007, for new and renewal business, amendments to the classification procedures for the aviation industry.

The operations of the airline industry are regulated by Federal Aviation Regulations (FARs) administered by the Federal Aviation Administration. In New York, as well as in other jurisdictions, classification codes applicable to this industry reference these regulations, in their footnotes, and cover the size, operation and safety rules for aircraft. These regulations have been revised which has caused confusion in assigning the proper classification for various aircraft operations. Most commercial aircraft operate under Title 14, Part 135 or 121 of the FARs.

In compliance with the revised regulations, the National Council on Compensation Insurance amended the classification codes for the aviation industry by combining operations into classifications that reflect the exposures common to those operations and not assign classifications based upon the various types of aircraft, which is the current procedure. The newly defined phraseologies and footnotes include reference to these revised regulations and have been adopted for use in New York as well.

The following is a summary of the classification codes changes for the aviation industry which will apply in New York.

1. The major caption is now shown as “Aviation” and will no longer be shown as “Aircraft or Helicopter Operation.”
2. Code 7423 has been discontinued and all operations will now be assigned to Code 7403 as the distinction between scheduled airline and aircraft or helicopter operations no longer exists under the new FARs. Since some employers may be affected by this classification reassignment, the Rate Transition Program will apply to those employers currently assigned to Code 7423.

3. **Code 7405 and Code 7431:**
  - a. The footnote for Code 7405 now includes the flying crew of all FAR Part 121 operations.
  - b. The footnote for Code 7431 now includes the flying crew of operations *other than* FAR Part 121.
4. The flying crew of air taxi or sightseeing operations will now be assigned to Code 7431 in lieu of Code 7422.
5. To further achieve consistency between the classification procedures in New York and other jurisdictions for this industry, air traffic controllers will now be assigned to Code 7403 in lieu of Code 8810 "Clerical Office Employees." Since some employers may be affected by this classification reassignment, the Rate Transition Program will apply to air controllers currently assigned to Code 8810.

Attached for your reference are Pages C-1, C-2, C-3, C-4, C-5, C-6, C-7, C-7a and C-7b of the Classification section and Page D-27 of the Digest of Rulings and Interpretations section of the New York Workers Compensation and Employers Liability Insurance Manual that show the revised classification phraseologies for the aviation industry.

Printed manual pages will be distributed as soon as they become available.

Very truly yours,

Monte Almer

President

CD:tg  
Encl.

PART TWO—CLASSIFICATIONS

<b>ABRASIVE PAPER or Cloth PREPARATION</b> <i>Paper or cloth mfg. to be separately rated.</i>	1860
<b>ABRASIVE WHEEL MFG. &amp; Drivers</b> <i>Ore milling or the mfg. of artificial abrasives to be separately rated.</i>	1748
<b>ACCOUNTANT</b> , Auditor or Factory Cost or Office Systematizer— <b>TRAVELING</b> <i>Includes insurance company premium auditors.</i>	8803
<b>ACETYLENE GAS MFG. &amp; Drivers</b> <i>Includes tank charging.</i>	4635
<b>ADDRESSING</b> or <b>Mailing CO.</b> <i>Shall not be assigned to a risk engaged in operations described by another classification unless the operations subject to Code 8800 are conducted as a separate and distinct business.</i>	8800
<b>ADMIRALTY CODES</b> — <i>See Manual Rule XIII.A.5.</i>	
<b>ADVERTISING CO. &amp; Drivers</b> <i>Applicable to outdoor advertising companies and includes shop operations; the erection, painting, repair, maintenance or removal of signs; sign painting or lettering in or upon buildings or structures. Bill posting to be separately rated as Code 9545.</i>	9549
<b>AGRICULTURAL</b> or <b>Construction MACHINERY MFG.</b>	3507
<b>AIR CONDITIONING</b> and <b>Heating DUCT WORK</b> — <b>shop and outside—&amp; Drivers</b> <i>Applies to fabrication, erection, installation or repair of duct work including the installation of the air conditioning and blower units. The repair or servicing of units after installation is to be separately rated under Code 3737 "Machinery or Equipment Repair or Servicing at Customers' Premises NOC &amp; Drivers."</i>  <i>Not available for division of payroll at the same job or location to which Code 5538 "Sheet Metal Work Erection, Installation or Repair NOC—shop or outside—&amp; Drivers" applies.</i>	5536
<b>AIR PRESSURE</b> or <b>Steam GAUGE MFG.</b> <i>Applies to professional or scientific instruments.</i>	3685
<b>AIRCRAFT ENGINE MFG.</b>	3826
★	
<b>AIRPLANE MFG.</b>	3830
<b>ALCOHOL MFG.—wood—&amp; Drivers</b> <i>Includes distillation of alcohol, mfg. of creosote from wood tar or acetates.</i>	1470
<b>ALCOHOL</b> or <b>Drug REHABILITATION FACILITY—ALL EMPLOYEES—&amp; Clerical</b> <i>Shall not be assigned to a facility having nursing or medical personnel on staff other than whose only function is to train employees, such as aides, on how to properly care for the clients residing at the facility.</i>  <i>Operation of an assisted living facility, retirement living facility or senior citizen living facility, with no nursing or medical personnel on staff, shall be assigned to Code 8866.</i>	8865

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<b>ALE or Beer DEALER—wholesale—&amp; Drivers</b>	7390
<i>Code 7390 and Code 2121 "Brewery &amp; Drivers" shall not be assigned to the same risk unless the operations described by these classifications are conducted as separate and distinct businesses.</i>	
 <b>ALUMINUM, Plastic or Vinyl SIDING INSTALLATION &amp; Drivers</b>	 5648
<i>Applies to specialty contractors engaged in installation work only.</i>	
<i>Siding installation is to be inclusive when performed by the same contractor that is engaged in operations subject to Code 5403 "Carpentry NOC," Code 5645 "Carpentry Detached Dwellings," and Code 5651 "Carpentry Dwellings Three Stories or Less" at the same job or location.</i>	
 <b>ALUMINUM WARE MFG.</b>	 3227
<i>Applies to goods manufactured from sheet aluminum. Rolling mills or smelting to be separately rated.</i>	
 <b>AMBULANCE OPERATION:</b>	
 <b>AMBULANCE WORKERS—NOT VOLUNTEER:</b>	
<b>GARAGE EMPLOYEES</b>	8385
<b>ALL OTHER EMPLOYEES &amp; Drivers</b>	8394
 <b>VOLUNTEER AMBULANCE SERVICE COMPANY</b>	 7370
<i>Applicable to all active volunteer members covered under the Volunteer Ambulance Workers' Benefit Law. The premium shall be the amount shown in the rate pages under "Miscellaneous Values" per ambulance per year.</i>	
<i>Section 30 of the Volunteer Ambulance Workers' Benefit Law makes a county, city, town or village responsible for such benefits to volunteer ambulance workers of ambulance companies in their area.</i>	
<i>Employers liability coverage is not automatically afforded under these circumstances to the volunteer ambulance companies whose workers are covered by the municipality's policy. The municipality may elect to extend employers liability coverage for an additional 10% of that premium which is developed for the volunteer ambulance workers of these ambulance companies. Use the New York Volunteer Ambulance Workers' Benefit Law—Extension of Employers Liability Insurance Endorsement (WC 31 06 13). This additional premium shall be assigned to Code 9851 "Premium for the Extension of Employers Liability Coverage to Additional Interests Under a VAWBL Policy."</i>	
 <b>AMUSEMENT DEVICE OPERATION NOC—NOT TRAVELING—&amp; Drivers</b>	 9180
<i>Includes ticket sellers or collectors and applies to the operation and maintenance of merry-go-rounds, swings, roller coasters and similar amusement devices not otherwise classified.</i>	
<i>Code 9180 does not apply to amusements, exhibitions or other operations separately classified in this manual (such as bath houses, billiard halls, boat livery, bowling lanes, dance halls, garages, ice skating rinks, restaurants, retail stores, roller skating rinks, theaters) whether operated by the owner or lessee of the exhibition or amusement park or through independent concession.</i>	
 <b>AMUSEMENT DEVICE OPERATOR, Carnival or Circus—TRAVELING—ALL EMPLOYEES—&amp; Drivers</b>	 9186
<i>The entire remuneration of all employees shall be included in computing premium, subject, however, to the maximum average weekly wage per employee shown in the rate pages under "Miscellaneous Values" as "Maximum Remuneration."</i>	

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**C-3**

**AMUSEMENT PARK or Exhibition OPERATION & Drivers**

**9016**

*Applies to the operation by owners or lessees and includes musicians and box office employees. Operation or maintenance of amusement devices to be separately rated as Code 9180.*

*Code 9016 does not apply to amusements, exhibitions or other operations separately classified in this manual (such as bath houses, billiard halls, boat livery, bowling lanes, dance halls, garages, ice skating rinks, restaurants, retail stores, roller skating rinks, theaters) whether operated by the owner or lessee of the exhibition or amusement park or through independent concession.*

**ANALYTICAL CHEMIST**

**4511**

*Includes laboratory and outside employees. Shall not be assigned to a risk engaged in operations described by another classification unless the operations subject to Code 4511 are conducted as a separate and distinct business.*

**ANTI-TOXIN, Serum or Virus MFG. & Drivers**

**5951**

**ARCHITECT or Engineer—CONSULTING**

**8601**

*Does not apply when engaged in actual construction. May be used only upon specific assignment by the Rating Board. Shall not be assigned to a risk engaged in operations described by another classification unless the operations subject to Code 8601 are conducted as a separate and distinct business.*

**ARMS MFG. NOC**

**3200**

*Steel making, forging, shell mfg. or shell loading to be separately rated—See "EXPLOSIVES."*

**ART or Cathedral Glass WINDOW MFG.**

**4133**

*Includes glass mfg.*

**ASBESTOS CONTRACTOR**

**5473**

*Includes employees engaged in sealing off work areas, removal, repair, enclosure or encapsulation of asbestos materials.*

**ASPHALT or Tar DISTILLING or REFINING & Drivers**

**1463**

*Includes the mfg. of products obtained from the distilling or refining of asphalt or tar and the saturation of paper or felt with asphalt or tar. Felt or paper mfg. or coke burning to be separately rated. Chemical works or manufacturers of dyes or products used as explosives to be separately rated.*

**ASPHALT WORKS & Drivers**

**1463**

*Includes grinding, pulverizing or mixing asphalt. Digging, mining or quarrying to be separately rated.*

**ASSAYING**

**4511**

*Includes laboratory and outside employees. Shall not be assigned to a risk engaged in operations described by another classification unless the operations subject to Code 4511 are conducted as a separate and distinct business.*

**ASSISTED LIVING FACILITY—ALL EMPLOYEES—& Clerical**

**8866**

*Shall not be assigned to a facility having nursing or medical personnel on staff, other than whose only function is to train employees, such as aides, on how to properly care for the clients residing at the facility.*

*Operation of an alcohol or drug rehabilitation facility, homeless shelter, home for the mentally impaired or a residential care facility, with no nursing or medical personnel on staff, shall be assigned to Code 8865.*

**ATHLETIC TEAM or PARK:**

<b>CONTACT SPORTS</b>	9179
<i>Includes players, coaches, managers, umpires and all players on salary list of insured. Contact sports include football, hockey and roller derbies. The entire remuneration of all employees shall be included in computing premium, subject, however, to the maximum average weekly wage per employee shown in the rate pages under "Miscellaneous Values" as "Maximum Remuneration."</i>	
<b>NON-CONTACT SPORTS</b>	9178
<i>Includes players, coaches, managers, umpires and all players on the salary list of the insured. Non-contact sports include baseball and basketball. The entire remuneration of all employees shall be included in computing premium, subject, however, to the maximum average weekly wage per employee shown in the rate pages under "Miscellaneous Values" as "Maximum Remuneration."</i>	

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<b>OPERATION OF PARK &amp; Drivers</b>	9182
<i>Applies to all employees other than players, coaches, managers or umpires.</i>	

**ATOMIC ENERGY:**

<b>PROJECT WORK</b>	9984
<i>All work, either construction or operation, performed for or under the direction of the Nuclear Regulatory Commission or any government agency may be rated on an individual risk basis. Each risk to be so rated shall be submitted by the carrier to the Rating Board for approval of the basis agreed upon by the carrier, the contractor and the Nuclear Regulatory Commission or government agency.</i>	
<b>RADIATION EXPOSURE NOC</b>	9985
<i>Where the operations involve research, manufacture, handling, transportation, use of or exposure to radioactive materials, and are not performed for or under the direction of the Nuclear Regulatory Commission or any government agency, a supplemental rate may be applied to such operations subject to the approval by the Rating Board.</i>	

**Exception:** *Where the radiation hazard involved arises from a reactor or is equivalent to the radiation hazard of a reactor, the rating provisions of Code 9984 "Atomic Energy Project Work" will apply.*

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<b>ATTORNEY—ALL EMPLOYEES—&amp; Clerical, Messengers, Drivers</b>	8820
<i>Shall not be assigned to a risk engaged in operations described by another classification unless the operations subject to Code 8820 are conducted as a separate and distinct business.</i>	
<b>AUCTIONEERS &amp; Salespersons—outside</b>	8090
<i>Includes solicitors and appraisers. Not livestock sales stables.</i>	
<b>AUDIO or Visual RECORDING MEDIA MFG.</b>	4923
<i>Includes tapes or disks. Phonograph record mfg. to be separately rated as Code 4431.</i>	
<b>AUDITORS, Accountant or Factory Cost or Office Systematizer—TRAVELING</b>	8803
<i>Includes insurance company premium auditors.</i>	
<b>AUTOMATIC SCREW MACHINE PRODUCTS MFG.</b>	3145
<i>Shall not be assigned to a risk engaged in operations described by another classification unless the operations subject to Code 3145 are conducted as a separate and distinct business.</i>	
<b>AUTOMATIC SPRINKLER HEAD MFG.</b>	3634

AUTOMATIC SPRINKLER INSTALLATION & Drivers

5188

AUTOMOBILE BODY REPAIR SHOP—ALL OPERATIONS—& Drivers

8391

*Applies to automobile body repair shops.*

*When an insured operates an automobile body repair shop with a convenience store (no self-service sale of gasoline), apply Code 8391 and the appropriate store classification. Refer to Section III of the Digest of Rulings and Interpretations to determine the applicable store classification.*

*Refer to Code 8382 "Automobile Self-Service Gasoline with Convenience Store" for insureds operating a convenience store that is also engaged in selling self-service gasoline*

AUTOMOBILE, BUS, TRUCK or TRAILER BODY MFG.:

RIVETED or WELDED

3823

*Includes bus, truck or trailer body repair or service. Code 3823 and Code 3808 "Automobile Mfg." shall not be assigned to the same risk unless the operations described by these classifications are conducted as separate and distinct businesses.*

NOC

3824

*Includes bus, truck or trailer body repair or service. Code 3824 and Code 3808 "Automobile Mfg." shall not be assigned to the same risk unless the operations described by these classifications are conducted as separate and distinct businesses.*

PAINTING

9505

UPHOLSTERING

9522

AUTOMOBILE DISMANTLING & Drivers

3821

*Includes store operations and the salvage or junking of parts.*

AUTOMOBILE ENGINE MFG.

3827

AUTOMOBILE GASOLINE and/or SERVICE STATIONS:

FULL or FULL and SELF-SERVICE GASOLINE & Drivers

8391

*Applies to retail gasoline stations that operate a combined full and self-service station at the same location. Includes repairs to automobiles.*

*This classification does not include the operation of a convenience store that is also engaged in selling self-service gasoline. Refer to Code 8382.*

*When an insured operates a full-service gasoline station with a convenience store (not self-service gasoline), apply Code 8391 and the appropriate store classification. Refer to Section III of the Digest of Rulings and Interpretations to determine the applicable store classification.*

SELF-SERVICE GASOLINE exclusively—no convenience store

8381

*Applies to gasoline stations where the customer pumps the gasoline. The employee exposure is that of an attendant located in a separate structure, such as a booth, who controls the amount of the sale and accepts payment from the customer.*

*This classification does not include the operation of a convenience store, full-service gasoline station or any other services provided to automobiles.*

**AUTOMOBILE GASOLINE and/or SERVICE STATIONS:** *(continued)*

<b>SELF-SERVICE GASOLINE—with CONVENIENCE STORE</b>	<b>8382</b>
<i>Applies to gasoline stations where the customer pumps the gasoline. The employee exposure is that of an attendant located in a separate structure who controls the amount of the sale and accepts payment from the customer.</i>	
<i>Includes the operation of a convenience store selling a variety of items but not limited to groceries, soft drinks, coffee, tea, bread, snacks, newspapers, candy, cigarettes, windshield wiper fluid, etc. The sale and service of fast food is not limited to frankfurters, sandwiches, pizza, etc.</i>	
<b>Separately Rate:</b> <i>The operation of a full-service gasoline station and/or an automobile repair shop at the same location as Code 8391 "Automobile Gasoline Station—Full or Full and Self-Service &amp; Drivers" or Code 8391 "Automobile Repair Shop—All Operations &amp; Drivers."</i>	
<b>AUTOMOBILE CAR WASH &amp; Drivers</b>	<b>8391</b>
<b>AUTOMOBILE LIGHTING, IGNITION or STARTING APPARATUS MFG. NOC</b>	<b>3648</b>
<b>AUTOMOBILE MFG. or ASSEMBLY</b>	<b>3808</b>
<b>AUTOMOBILE PARKING LOT &amp; Drivers</b>	<b>8392</b>
<i>Applies to the operation of an automobile parking lot, parking station, storage garage, self-parking facility or valet parking service. Includes the operation of a rental car agency provided the cars are rented without chauffeurs and no mechanical work is performed on the vehicle. Includes employees such as parking attendants, counter personnel and cashiers.</i>	
<b>AUTOMOBILE Storage Garage or PARKING STATION &amp; Drivers</b>	<b>8392</b>
<i>Applies to the operation of an automobile parking lot, parking station, storage garage, self-parking facility or valet parking service. Includes the operation of a rental car agency provided the cars are rented without chauffeurs and no mechanical work is performed on the vehicle. Includes employees such as parking attendants, counter personnel and cashiers.</i>	
<b>AUTOMOBILE RADIATOR MFG.</b>	<b>3807</b>
<i>Shall not be assigned to a risk engaged in operations described by another classification unless the operations subject to Code 3807 are conducted as a separate and distinct business.</i>	
<b>AUTOMOBILE REPAIR Shop—ALL OPERATIONS—&amp; Drivers</b>	<b>8391</b>
<i>Applies to automobile repair shops.</i>	
<i>When an insured operates an automobile repair shop with a convenience store (no self-service sale of gasoline), apply Code 8391 and the appropriate store classification. Refer to Section III of the Digest of Rulings and Interpretations to determine the applicable store classification.</i>	
<i>Refer to Code 8382 "Automobile Self-Service Gasoline with Convenience Store" for insureds operating a convenience store that is also engaged in selling self-service gasoline.</i>	
<b>AUTOMOBILE SALES or Service AGENCY—ALL OPERATIONS—&amp; Drivers</b>	<b>8391</b>
<i>Automobile salespersons to be separately rated as Code 8748.</i>	
<b>AUTOMOBILE SALESPERSONS</b>	<b>8748</b>
<b>AUTOMOBILE TIRE DEALER &amp; Drivers</b>	<b>8391</b>
<i>Includes repairing, recapping, vulcanizing and mounting of tires on or away from premises. Tire salespersons to be separately rated as Code 8748.</i>	

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**C-7**

**AUTOMOBILE TIRE SALESPERSONS**

**8748**

**AUTOMOBILE VALET PARKING SERVICE & Drivers**

**8392**

*Applies to the operation of an automobile parking lot, parking station, storage garage, self-parking facility or valet parking service. Includes the operation of a rental car agency provided the cars are rented without chauffeurs and no mechanical work is performed on the vehicle. Includes employees such as parking attendants, counter personnel and cashiers.*

**AUTOMOBILE WHEEL MFG.—metal—not cast**

**3381**

**★ AVIATION:**

**AERIAL APPLICATION, SEEDING, HERDING, or SCINTILLOMETER SURVEYING:**

**FLYING CREW**

**7422**

**ALL OTHER EMPLOYEES & Drivers**

**7403**

*Applies to ground personnel such as, but not limited to, maintenance and service personnel, information clerks, air traffic controllers and security personnel.*

**AERIAL FIREFIGHTING:**

**FLYING CREW**

**7422**

**ALL OTHER EMPLOYEES & Drivers**

**7403**

*Applies to ground personnel such as, but not limited to, maintenance and service personnel, information clerks, air traffic controllers and security personnel.*

**AIR CARRIER—SCHEDULED, COMMUTER or SUPPLEMENTAL:**

**FLYING CREW**

**7405**

*Applies to scheduled, commuter or commercial air carriers, including cargo carriers, that conduct operations with fixed-wing aircraft under Part 121 of the Federal Aviation Regulations.*

*Code 7445 is to be assigned in conjunction with this code to reflect the non-ratable catastrophe loading. Premium generated by Code 7445 is not subject to experience rating or retrospective rating.*

**ALL OTHER EMPLOYEES & Drivers**

**7403**

*Applies to ground personnel such as, but not limited to, maintenance and service personnel, cargo and baggage handlers, ticket sellers or information clerks at airports, air traffic controllers, and security personnel. The personnel may be employed by scheduled air carriers, commuter air carriers, supplemental air carriers, or any other commercial aviation operators, including helicopter services.*

**AIR CHARTER or AIR TAXI:**

**FLYING CREW**

**7431**

*Applies to air charter, air taxi, and similar operations using fixed-wing aircraft that conduct operations outside of Part 121 of the Federal Aviation Regulations.*

*Code 7453 is to be assigned in conjunction with this code to reflect non-ratable catastrophe loading. Premium generated by Code 7453 is not subject to experience rating or retrospective rating.*

**ALL OTHER EMPLOYEES & Drivers**

**7403**

*Applies to ground personnel such as, but not limited to, maintenance and service personnel, information clerks, air traffic controllers and security personnel.*

**AVIATION (continued on next page)**

★ **AVIATION: (continued)**

**AIRPORT or HELIPORT OPERATOR:**

<b>ALL OTHER EMPLOYEES &amp; Drivers</b>	7403
<i>Applies to ground personnel such as, but not limited to, maintenance and service personnel, cargo and baggage handlers, ticket sellers or information clerks at airports, air traffic controllers, and security personnel. The personnel may be employed by scheduled air carriers, commuter air carriers, supplemental air carriers, or any other commercial aviation operators, including helicopter services.</i>	

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**AVIATION—NOC:**

<b>FLYING CREW</b>	7422
<i>Applies to ground personnel such as, but not limited to, maintenance and service personnel, cargo and baggage handlers, ticket sellers or information clerks at airports, air traffic controllers, and security personnel. The personnel may be employed by scheduled air carriers, commuter air carriers, supplemental air carriers, or any other commercial aviation operators, including helicopter services.</i>	

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**FLIGHT TESTING:**

<b>FLYING CREW</b>	7422
<i>For prototype or experimental aircraft, assign exposure to the one aviation classification that best describes the nature of the aircraft being tested.</i>	

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<b>ALL OTHER EMPLOYEES &amp; Drivers</b>	7403
<i>Applies to ground personnel such as, but not limited to, maintenance and service personnel, information clerks, air traffic controllers, and security personnel.</i>	

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**PATROL, PHOTOGRAPHY, MAPPING, or SURVEY WORK:**

<b>FLYING CREW</b>	7422
<i>Applies to ground personnel such as, but not limited to, maintenance and service personnel, information clerks, air traffic controllers, and security personnel.</i>	

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<i>With regard to aerial photography other than mapping or survey work, the payroll of the ground laboratory employees shall be assigned to Code 4361 "Photographer—All Employees—&amp; Drivers."</i>	7403
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**SALES or SERVICE AGENCY or STUDENT INSTRUCTION:**

<b>FLYING CREW</b>	7422
<i>Applies to ground personnel such as, but not limited to, maintenance and service personnel, cargo and baggage handlers, ticket sellers or information clerks at airports, air traffic controllers, and security personnel. The personnel may be employed by scheduled air carriers, commuter air carriers, supplemental air carriers, or any other commercial aviation operators, including helicopter services.</i>	

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**STUNT FLYING, RACING, or PARACHUTE JUMPING:**

<b>FLYING CREW</b>	7422
<i>Applies to ground personnel such as, but not limited to, maintenance and service personnel, information clerks, air traffic controllers and security personnel.</i>	

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★ AVIATION (continued)

TRANSPORT OF PERSONNEL in conduct of employers business:

FLYING CREW

7421

*Applies to the payroll of pilots and all members of the flying crew. Also applies to the payroll of executive officers or other employees who operate fixed-wing aircraft in the conduct of the employer's business. If the records of the employer clearly indicate the weeks in which such employees perform flying (1) only the payroll for each week during any part of which the employee has engaged in flight duties is to be assigned to this classification, unless the classification applicable to the employee's non-flying operations carries a higher rate, in which case that classification will apply. (2) the payroll for each week in which no flying has been done is to be assigned to those classifications that would otherwise apply. If the records of the employer do not clearly indicate the weeks in which flying is performed by such employees, the entire payroll for such employees must be assigned to this classification unless the classification applicable to the employee's non-flying operations carries a higher rate in which case that classification will apply.*

*A per passenger seat surcharge, subject to a maximum surcharge per aircraft, must be charged in addition to the premium otherwise determined under this classification. These surcharges will not be cumulative in the event of substitution of aircraft during the policy period, but these surcharges shall be cumulative in the event that more than one aircraft is owned or operated during the same policy period. The premium for these surcharges will not be subject to any experience rating modification. These surcharges will not be subject to the pro rata or short rate adjustment except in the event of cancellation of the policy. These surcharges, and losses incurred under the policy, other than to members of flying crew, arising out of the operation of an aircraft, are to be reported under Code 9108. The per passenger seat surcharge and the maximum surcharge per aircraft are shown under "Miscellaneous Values" on the state rate pages. Attach the Aircraft Premium Endorsement (WC 00 04 01A).*

*Commercial aircraft operation to be separately rated. Separately rate all other employees and drivers.*

ALL OTHER EMPLOYEES & Drivers

7403

*Applies to ground personnel such as, but not limited to, maintenance and service personnel, information clerks, air traffic controllers and security personnel.*

AWNING or Tent MFG.—SHOP only

2576

*The installation, removal or repair of awnings or tents away from the shop shall be classified as Code 9539 "Awning Erection & Drivers."*

AWNING, Tent or Canvas Goods ERECTION, Removal or Repair & Drivers

9539

*Applies to operations away from the shop.*

BABY CARRIAGE MFG.

3865

BAG MFG.—PAPER or PLASTIC

4273

*Paper mfg. to be separately rated as Code 4239. Plastic film mfg. to be separately rated as Code 4459.*

BAG or Sack MFG.—cloth

2578

*Applies to the mfg. renovation or repair of cotton, burlap or gunny bags or sacks.*

BAG RENOVATING

2578

*Applies to the renovating or repairing of cotton, burlap or gunny bags or sacks.*

BAGEL MFG. & Route Salespersons, Route Supervisors, Drivers

2003

*Applies to shops engaged in making bagels from raw ingredients, not received frozen.*

BAGEL SHOPS—retail

8043

*Applies to shops engaged in selling bagels with spreads and/or made into sandwiches. Includes the sale of beverages and other food for consumption on or away from the premises.*

*This class can only be applied if the sale of prepared items is less than 50 percent of the gross receipts.*

*Bagel manufacturing to be separately rated as Code 2003 "Bakery & Route Salespersons, Route Supervisors, Drivers."*

*Bagel Shops—retail continued on next page.*

## SECTION II

## CLASSIFICATION ASSIGNMENTS

Attention is directed to Rule IV.F. in the New York Manual which provides that if the operations of a risk are not described by the classification language in the manual, then the applicable code number shall be used with a statement of such operations. This procedure does not require the phrase "rated as" and that phrase should not be used. Therefore, the following classification wordings as well as any other applicable to specific risks, may be used on the policy declarations with the understanding that the entire scope of the underlying manual code number will apply to the operations described and that scope must be stated in the policy. If, for example, the manual classification code number which is used includes standard exception employees, then the descriptive language used for that code number must also include such standard exception employees.

## A

**Acetylene Torch Mfg.** . . . . . **3634**

**Air Conditioning:**

Commercial erection or installation—incl. drivers . . . . . **3724**

Commercial repair and/or servicing, cleaning, oiling or adjusting—including repair or dismantling of motors or compressor units . . . . . **3737**

Duct Systems—installation and subsequent repair of duct work only. Includes installation of units and blowers when duct work is erected, but no subsequent repair or service to same . . . . . **5536**

Window Units—installation service or repair—incl. drivers . . . . . **9519**

**Aircraft:**

★ Engines—repair at airports . . . . . **7403**

## Flying Crew

The phrase "all members of the flying crew", contained in the phraseology of several aircraft operation classifications, refers to all employees who constitute the normal complement of flying personnel, or who are engaged in the operation of aircraft, or the care of passengers or cargo, such as:

Co-Pilots	Pilots
Flight Engineers	Purrs
Hosts	Radio Operators
Hostesses	Stewards
Navigators	Stewardesses

Landing Mats—welded strip metal . . . . . **3040**

Preparing and Crating for Shipment—*See Contract Packing*

★ Reconditioning and Rebuilding Airplanes at Airports . . . . . **7403**

**Airline Terminals**—not at airports—*See Bus Terminal Operation*

**Airports**—security personnel supplied by contracting agencies—incl. drivers . . . . . **7723**

**Amusement Devices**—*See Recreational Facilities*

**Annealing and Tinning Wire**—*See Wire*