



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **AVID2001B Accept dangerous goods for air transport**

**Revision Number: 1**

## **AVID2001B Accept dangerous goods for air transport**

### **Modification History**

Not applicable.

### **Unit Descriptor**

#### **Unit Descriptor**

This unit involves the skills and knowledge required to accept dangerous goods for air transport in accordance with IATA and other relevant regulatory requirements, including interpreting freight documentation, recognising dangerous goods, accepting appropriate dangerous goods, declining to accept prohibited and improperly prepared dangerous goods, preparing required dangerous goods documentation, and stowing dangerous goods. Licensing, legislative, regulatory or certification requirements are applicable to this unit.

### **Application of the Unit**

#### **Application of the Unit**

Work must be carried out in accordance with workplace procedures and the relevant IATA, CASA and other relevant regulatory requirements.

Use for ADF Aviation is to be in accordance with relevant Defence Orders and Instructions and applicable CASA compliance.

Work is performed under some supervision usually within a team environment.

Work involves the application of operational procedures and relevant regulations during acceptance of dangerous goods for air transport across a variety of operational contexts within the Australian aviation industry.

### **Licensing/Regulatory Information**

Not applicable.

## **Pre-Requisites**

Not applicable.

## **Employability Skills Information**

**Employability Skills**                      This unit contains employability skills.

## **Elements and Performance Criteria Pre-Content**

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the required performance needed to demonstrate achievement of the element. Assessment of performance is to be consistent with the evidence guide.

## Elements and Performance Criteria

| ELEMENT  | PERFORMANCE CRITERIA   |
|--|--|
| <b>1 Interpret freight documentation</b>       | <ul style="list-style-type: none"><li>1.1 Received documentation for the transport of freight by air is examined and interpreted in accordance with workplace procedures and regulatory requirements</li><li>1.2 Types of freight to be transported are identified in accordance with workplace procedures and regulatory requirements</li></ul>   |
| <b>2 Recognise dangerous goods</b>             | <ul style="list-style-type: none"><li>2.1 Freight containing dangerous goods is recognised in accordance with workplace procedures and regulatory requirements</li><li>2.2 All types of dangerous goods and items containing dangerous goods are correctly identified</li><li>2.3 Workplace policies and regulatory requirements concerning the types of dangerous goods are identified, interpreted and applied</li></ul>   |
| <b>3 Accept appropriate dangerous goods</b>    | <ul style="list-style-type: none"><li>3.1 Where the identified dangerous goods are not permitted to be transported by air, the shipper is courteously advised that the freight cannot be accepted</li><li>3.2 The shipper is given an explanation of reasons why prohibited dangerous goods freight cannot be accepted and is referred to the relevant regulatory requirements in accordance with workplace procedures</li><li>3.3 Where the identified dangerous goods are permitted to be transported by air, the requirements for packaging, labelling and handling are confirmed in accordance with workplace procedures and regulatory requirements</li><li>3.4 Dangerous goods accepted for air transport are checked to ensure that they are packaged and labelled in accordance with regulatory requirements</li><li>3.5 Dangerous goods accepted for air freight are handled in accordance with the regulatory requirements including procedures for emergencies and spills</li></ul> |
| <b>4 Prepare dangerous goods documentation</b> | <ul style="list-style-type: none"><li>4.1 Relevant documentation, including an air waybill and check sheets are prepared and signed in accordance with workplace procedures and regulatory requirements</li><li>4.2 Relevant documentation is attached to the freight, processed and filed in accordance with workplace procedures and regulatory requirements</li></ul>   |
| <b>5 Stow dangerous goods</b>                  | <ul style="list-style-type: none"><li>5.1 All dangerous goods are stowed in a warehouse in accordance with workplace procedures and regulatory requirements</li><li>5.2 Relevant personnel are advised of the disposition of the stowed dangerous goods in accordance with workplace procedures and regulatory requirements</li></ul>  |

## Required Skills and Knowledge

### REQUIRED KNOWLEDGE AND SKILLS

This describes the essential knowledge and skills and their level required for this unit.

#### Required knowledge:

- Relevant regulatory requirements pertaining to acceptance, packing, marking, labelling, documenting, storing and despatching of dangerous goods designated for air transport, including IATA and CASA requirements
- Relevant OH&S and environmental procedures and regulations
- Safety principles for the acceptance of dangerous goods for air transport
- Characteristics and ways of identifying various types of dangerous goods
- Workplace procedures for acceptance, packing, marking, labelling, documenting, storing and despatching of dangerous goods designated for air transport
- Documentation requirements for the transport of appropriate dangerous goods by air
- Risks that exist when carrying out acceptance of dangerous goods for air transport and related risk control procedures and precautions
- Problems that may occur when carrying out acceptance of dangerous goods for air transport and appropriate action that should be taken in each case

#### Required skills:

- Communicate effectively with others when accepting dangerous goods for air transport
- Read and interpret documents, instructions, regulations, procedures and other information relevant to accepting dangerous goods for air transport
- Interpret and follow operational instructions and prioritise work
- Complete documentation related to accepting dangerous goods for air transport
- Operate electronic communication equipment to required protocol
- Work collaboratively with others when accepting dangerous goods for air transport
- Adapt appropriately to cultural differences in the workplace, including modes of behaviour and interactions with others
- Promptly report and/or rectify any identified problems that may occur when accepting dangerous goods for air transport in accordance with regulatory requirements and workplace procedures
- Implement contingency plans for unexpected events that may arise when accepting dangerous goods for air transport
- Apply precautions and required action to minimise, control or eliminate hazards that may exist during the acceptance of dangerous goods for air transport
- Monitor and anticipate operational problems and hazards and take appropriate action
- Monitor work activities in terms of planned schedule
- Modify activities dependent on differing workplace contingencies, situations and environments

**REQUIRED KNOWLEDGE AND SKILLS**

- Work systematically with required attention to detail without injury to self or others, or damage to goods or equipment
- Adapt to differences in equipment and operating environment in accordance with standard operating procedures
- Select and use required personal protective equipment conforming to industry and OH&S standards
- Implement OH&S procedures and relevant regulations
- Identify and correctly use equipment required to accept dangerous goods for air transport

# Evidence Guide

## EVIDENCE GUIDE

The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required knowledge and skills, the range statement and the assessment guidelines for this Training Package.

### **Critical aspects for assessment and evidence required to demonstrate competency in this unit**

- The evidence required to demonstrate competency in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria of this unit and include demonstration of applying:
  - the underpinning knowledge and skills
  - relevant legislation and workplace procedures
  - other relevant aspects of the range statement

### **Context of and specific resources for assessment**

- Performance is demonstrated consistently over a period of time and in a suitable range of contexts
- Resources for assessment include:
  - a range of relevant exercises, case studies and/or other simulated practical and knowledge assessment, and/or
  - access to an appropriate range of relevant operational situations in the workplace
- In both real and simulated environments, access is required to:
  - relevant and appropriate materials and equipment, and
  - applicable documentation including workplace procedures, regulations, codes of practice and operation manuals

### **Method of assessment**

- Assessment of this unit must be undertaken by a registered training organisation
- As a minimum, assessment of knowledge must be conducted through appropriate written/oral tests
- Practical assessment must occur:
  - through activities in an appropriately simulated environment at the registered training organisation, and/or
  - in an appropriate range of situations in the workplace

## Range Statement

### RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance.

|   |  |
|---|--|
| Acceptance of dangerous goods for air transport may be carried out:   | <ul style="list-style-type: none"><li>• in any allowable operating and weather conditions</li><li>• at freight depots, terminals and airports</li><li>• in relation to any aircraft types in service in Australia on domestic and international flights</li><li>• in accordance with regulatory and workplace requirements</li></ul> |
| Performance may be demonstrated:  | <ul style="list-style-type: none"><li>• in appropriately simulated air freight acceptance situations, and/or</li><li>• in an operational air freight acceptance situation at an airport</li></ul>  |
| Persons consulted during acceptance of dangerous goods for air transport may include:                                       | <ul style="list-style-type: none"><li>• customers</li><li>• other members of the work team(s)</li><li>• supervisors and managers</li><li>• flight crew</li><li>• dangerous goods experts and advisors</li><li>• technical staff</li></ul>  |
| Personal protection equipment may include but is not limited to:  | <ul style="list-style-type: none"><li>• gloves</li><li>• safety footwear</li><li>• safety glasses</li><li>• mask or respirator</li><li>• high visibility clothing</li><li>• hearing protection</li><li>• sun protection</li></ul>  |
| Hazards may include:  | <ul style="list-style-type: none"><li>• hazardous or dangerous materials</li><li>• contamination of, or from, materials being handled</li><li>• spill, leakages, ruptures</li><li>• dust/vapours</li></ul>   |
| Hazard management is:   | <ul style="list-style-type: none"><li>• consistent with the principle of hierarchy of control with elimination, substitution, isolation and engineering control measures being selected before safe working practices and personal protective equipment</li></ul>  |
| Dependent on the type of organisation concerned and the local terminology used, workplace procedures may be referred to as: | <ul style="list-style-type: none"><li>• company procedures</li><li>• enterprise procedures</li><li>• organisational procedures</li><li>• established procedures</li><li>• standard operating procedures</li></ul>  |
| Information/documents may   | <ul style="list-style-type: none"><li>• Civil Aviation Safety Regulations relevant to acceptance</li></ul>   |



## RANGE STATEMENT

include:

of dangerous goods for air transport

- relevant IATA dangerous goods regulations
- relevant Australian Standards and the Industry Safety Code
- manifests, bar codes, goods and product identification
- goods identification numbers and codes
- supplier and/or client instructions
- air waybill
- materials safety data sheets
- OH&S regulations
- workplace procedures and instructions and job specification
- workplace checklists for acceptance of dangerous goods for air transport
- emergency procedures including procedures for handling spills
- flight schedules
- local instructions
- induction and training materials
- conditions of service, legislation and industrial agreements including workplace agreements and awards

Applicable regulations and legislation may include:

- Australian and international regulations and codes of practice for the transport of dangerous goods by air, including Australian and International Dangerous Goods Codes
- relevant IATA dangerous goods regulations
- IATA standard for air cargo acceptance (TACT Rules)
- relevant requirements, standards and recommended practices of the International Civil Aviation Organization (ICAO) pertaining to acceptance of dangerous goods for air transport
- Air Cargo Tariff (IATA)
- Australian Civil Aviation Safety Regulations relevant to acceptance of dangerous goods for air transport
- Civil Aviation Act
- local instructions
- relevant state/territory regulations pertaining to the transport of dangerous goods by air
- relevant OH&S legislation
- environmental protection legislation
- relevant security regulations
- relevant Australian Standards

## **RANGE STATEMENT**

- industrial relations and workplace compensation legislation

## **Unit Sector(s)**

Not applicable.

## **Competency field**

|                         |                   |
|-------------------------|-------------------|
| <b>Competency Field</b> | D - Load Handling |
|-------------------------|-------------------|