Australian Government

Department of Education, Employment and Workplace Relations

AVID2003B Prepare freight for flight

Revision Number: 1

AVID2003B Prepare freight for flight

Modification History

Not applicable.

Unit Descriptor

Unit Descriptor	This unit involves the skills and knowledge required to prepare aviation freight for air transport in accordance with OH&S and other regulatory requirements, including identifying the freight, packaging and labelling the freight and assembling the freight ready for loading onto the aircraft. 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 when preparing aviation freight across a variety of operational contexts within the Australian aviation industry.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

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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
1 Identify freight	1.1 Documentation for the transport of freight by air is examined and interpreted in accordance with workplace procedures and regulatory requirements
	1.2 Types of freight to be transported are identified in accordance with workplace procedures and regulatory requirements
2 Package freight	2.1 Requirements for the packaging of freight are identified and interpreted in accordance with workplace procedures
	2.2 Materials and resources required for packaging are selected in accordance with workplace procedures
	2.3 Freight is securely packaged in accordance with identified requirements
	2.4 Live freight is packaged and handled in accordance with workplace procedures and regulatory requirements
3 Label freight	3.1 Requirements for the labelling of the freight are identified and interpreted in accordance with workplace procedures
	3.2 Freight is correctly labelled in accordance with workplace procedures and regulatory requirements
4 Assemble freight ready for loading onto aircraft	4.1 Freight is consolidated in accordance with loading plan
	4.2 Freight is loaded into containers where required in accordance with workplace procedures and regulatory requirements
	4.3 Loose freight is appropriately assembled for transfer to aircraft in accordance with workplace procedures and regulatory requirements
	4.4 Live freight is placed in the appropriate assembly area and correctly cared for in accordance with workplace procedures and regulatory requirements
	4.5 Freight containing allowable dangerous goods is appropriately segregated and stored in preparation for loading in accordance with workplace procedures and relevant regulatory requirements
	4.6 Freight is screened by security for explosives in accordance with workplace procedures and relevant regulatory requirements

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 the preparation of freight for air transport, including IATA and CASA requirements
- Relevant OH&S and environmental procedures and regulations
- The loading principles for air freight
- Features and differences in various types of freight handling and packaging equipment used at Australian airports and freight terminals
- Workplace procedures for freight preparation operations for various categories of air freight
- Manufacturers instructions for relevant equipment and packing used during freight preparation operations
- Manual handling procedures
- Risks that exist when carrying out freight preparation operations and related risk control procedures and precautions
- Problems that may occur when carrying out freight preparation operations and appropriate action that should be taken in each case

Required skills:

- Communicate effectively with others when preparing freight for flight
- Read and interpret instructions, regulations, procedures and other information relevant to preparing freight for flight
- Interpret and follow operational instructions and prioritise work
- Complete documentation related to preparing freight for flight
- Operate electronic communication equipment to required protocol
- Work collaboratively with others when preparing freight for flight
- 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 preparing freight for flight in accordance with regulatory requirements and workplace procedures
- Implement contingency plans for unexpected events that may arise when preparing freight for flight
- Apply precautions and required action to minimise, control or eliminate hazards that may exist during the preparation of freight for flight
- Monitor and anticipate operational problems and hazards and take appropriate action
- Monitor work activities in terms of planned schedule

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REQUIRED KNOWLEDGE AND SKILLS

- Modify activities dependent on differing workplace contingencies, situations and environments
- 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 prepare freight for flight

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.

Preparation of freight for air transport may be carried out:	• in any allowable operating and weather conditions • at freight depots, terminals and airports • in relation to any aircraft types in service in Australia on domestic and international flights • in accordance with regulatory and workplace requirements
Performance may be demonstrated:	• in appropriately simulated air freight preparation situations, and/or • in an operational air freight preparation situation at an airport
Persons consulted during preparation of freight for air transport may include:	• customers • other members of the work team(s) • supervisors and managers • flight crew • international and domestic agents, suppliers, clients • relevant authorities and institutions • dangerous goods experts and advisors • perishable goods experts and advisors • experts and advisors on the transport of animals and livestock • valuable goods security experts • mail/express experts and advisors • human remains experts, funeral directors and advisors • experts on other special categories of air freight • technical staff
Personal protection equipment may include but is not limited to:	• gloves • safety headwear and footwear • safety glasses • mask or respirator • high visibility clothing • hearing protection • sun protection
Hazards may include:	• hazardous or dangerous materials • contamination of, or from, materials being handled • spill, leakages, ruptures • dust/vapours
Hazard management is:	• consistent with the principle of hierarchy of control with elimination, substitution, isolation and engineering control

RANGE STATEMENT

	measures being selected before safe working practices and personal protective equipment
Freight may include:	• aviation containers/cans loaded with freight • general freight • loose freight • allowable dangerous goods • perishable goods • fragile goods • live freight • unaccompanied baggage • valuables • mail/express • diplomatic • human remains
Dependent on the type of organisation concerned and the local terminology used, workplace procedures may be referred to as:	• company procedures • enterprise procedures • organisational procedures • established procedures • standard operating procedures
Information/documents may include:	• sections of Civil Aviation Safety Regulations and Civil Aviation Orders relevant to preparation of freight for air transport • relevant IATA regulations • relevant Australian Standards and the industry codes of practice relevant to various categories of air freight • manifests, bar codes, goods and product identification • goods identification numbers and codes • supplier and/or client instructions • OH&S regulations • workplace procedures and instructions and job specification • workplace checklists for preparation of freight for air transport • cold chain checklists and guidelines for the air transport of perishable goods • emergency procedures • flight schedules • local instructions • induction and training materials • conditions of service, legislation and industrial agreements including workplace agreements and awards

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RANGE STATEMENT

Applicable regulations and legislation may include:

- Australian and international regulations and codes of practice for the transport of freight by air
- relevant IATA regulations
- IATA standard for air cargo
- relevant requirements, standards and recommended practices of the International Civil Aviation Organization (ICAO) pertaining to preparation of freight for air transport
- relevant Australian Civil Aviation Safety regulations pertaining to preparation of freight for air transport
- Civil Aviation Act
- local instructions
- relevant OH&S and environmental protection legislation
- relevant security regulations
- relevant Australian Standards
- industrial relations and workplace compensation legislation

Unit Sector(s)

Not applicable.

Competency field

Competency Field   D - Load Handling