



Australian Government

Department of Education, Employment and Workplace Relations

AVID2004B Conduct aviation freight weighing operations

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

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This unit involves the skills and knowledge required to conduct aviation freight weighing operations in accordance with OH&S and other regulatory requirements, including interpreting freight documentation, weighing freight, measuring dimensions of freight, confirming measurements against freight documentation and completing and signing off the air waybill. Licensing, legislative, regulatory or certification requirements are applicable to this unit.

Application of the Unit

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Work must be carried out in accordance with workplace procedures and relevant IATA, CASA and other 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 IATA, OH&S and other relevant regulations during aviation freight weighing operations at freight terminals/depots or commercial airports 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
1 Interpret freight documentation	1.1 Freight documentation is accessed and interpreted in accordance with workplace procedures and regulatory requirements
2 Weigh freight	2.1 Weighing machine is prepared for use in accordance with manufacturers instructions and workplace procedures 2.2 Freight is weighed in accordance with manufacturers instructions and workplace procedures 2.3 Correct manual lifting procedures are used when transferring the freight to and from the weighing machine in accordance with OH&S regulations and workplace procedures 2.4 Measured weight of freight is accurately recorded in accordance with workplace procedures
3 Measure dimensions of freight	3.1 Physical dimensions of the freight are measured in accordance with workplace procedures 3.2 Measured dimensions of the freight are recorded in accordance with workplace procedures 3.3 Freight with unusual shape is noted and an appropriate record is kept in accordance with workplace procedures
4 Confirm measurement against freight documentation	4.1 Weight and physical dimensions, as measured, are compared with those contained within the received documentation 4.2 Where the measured weight and physical dimensions correspond with those in the documentation, appropriate confirmation is recorded on the air waybill in accordance with workplace procedures and regulatory requirements 4.3 Where there is a discrepancy between the measured weight and physical dimensions and those in the documentation, appropriate action is taken to contact the client and report and record the discrepancy in accordance with workplace procedures and regulatory requirements
5 Sign off air waybill	5.1 The air waybill is completed in accordance with workplace procedures and regulatory requirements 5.2 The air waybill is signed off and processed in accordance with workplace procedures and regulatory requirements noting the outcomes of all measurements 5.3 The processed freight is transferred to the despatch area

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 sections of Civil Aviation Safety Regulations and Civil Aviation Orders
- Relevant OH&S and environmental procedures and regulations
- The principles of aviation freight transport and the importance of load planning and aircraft trim
- Features and differences in various types of weighing equipment used at Australian airports and aviation freight terminals
- Workplace procedures for aviation freight weighing operations
- Manufacturers instructions for relevant equipment used during aviation freight weighing operations
- Manual lifting precautions and procedures
- Risks that exist when conducting aviation freight weighing operations and related risk control procedures and precautions
- Problems that may occur when conducting aviation freight weighing operations and appropriate action that should be taken in each case

Required skills:

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

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 conduct aviation freight weighing operations

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.

Aviation freight weighing operations may be carried out:

- in any allowable operating and weather conditions
- at an aviation freight depot/terminal, or freight check-in point at either a major airport or regional airport
- within a fully manual process, or in conjunction with automated freight handling/management equipment
- in relation to either domestic or international aviation freight transport
- in accordance with relevant regulatory and operational requirements

Performance may be demonstrated:

- in appropriately simulated freight weighing situations, and/or
- in an operational aviation freight weighing situation at an airport/freight terminal

Types of freight may include but are not limited to:

- general freight
- loose freight
- allowable dangerous goods
- perishable goods
- fragile goods
- live freight
- unaccompanied baggage
- valuables
- mail/express
- diplomatic
- human remains

Persons consulted during acceptance of freight for air transport may include:

- customers
- other members of the work team(s)
- supervisors and managers
- flight crew
- dangerous goods experts and advisors
- perishable goods experts and advisors
- experts and advisors on the transport of animals and livestock
- experts on other special categories of air freight
- technical staff

Personal protection equipment may include but is not limited to:

- gloves
- safety footwear
- safety glasses

RANGE STATEMENT

- mask or respirator (where applicable)
 - 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 measures being selected before safe working practices and personal protective equipment
- 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 aviation freight weighing operations
 - OH&S regulations
 - workplace procedures and instructions and job specification
 - freight manifest, air waybill and other relevant freight documentation
 - aircraft loading/trim sheet
 - aviation freight weighing checklists
 - emergency procedures
 - flight schedules
 - local instructions
 - manufacturers specifications and instructions relevant weighing equipment
 - induction and training materials
 - conditions of service, legislation and industrial agreements including workplace agreements and awards
- Applicable regulations and legislation may include:
- relevant requirements, standards and recommended practices of the International Civil Aviation Organization (ICAO) pertaining to aviation freight weighing operations
 - relevant Australian Civil Aviation Safety Regulations and Civil Aviation Orders pertaining to aviation freight weighing operations

RANGE STATEMENT

- Civil Aviation Act
- local instructions
- relevant OH&S legislation
- 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