



Australian Government

Department of Education, Employment and Workplace Relations

AVID2007A Unload aviation freight and baggage

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit Descriptor

This unit involves the skills and knowledge required to unload aviation freight/baggage in accordance with workplace procedures, aircraft manufacturers instructions and regulatory requirements. It includes preparing for aircraft arrival; using in-hold aircraft loading systems to unload freight/baggage from an aircraft; and identifying, responding and reporting any malfunctions with the in-hold aircraft loading system and/or problems in the unloading of the freight/baggage. 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 International Air Transport Association (IATA), Civil Aviation Safety Authority (CASA) and other relevant regulatory requirements.

Use for Australian Defence Force (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 regulations relevant to the unloading of aviation freight and baggage from an aircraft across a variety of operational contexts within the Australian aviation industry.

This unit of competency is nominally packaged at Certificate II.

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 Prepare for aircraft arrival	<ul style="list-style-type: none">1.1 Allocated flight number is checked and off-load instruction report obtained1.2 Appropriate personal protective equipment is selected, fitted and worn in accordance with established workplace procedures1.3 Designated aircraft bay is checked prior to aircraft arrival1.4 Foreign Object Debris (FOD) is identified and removed1.5 Pre-operational check of aircraft unloading equipment is conducted prior to aircraft arrival1.6 Aircraft unloading equipment is correctly positioned prior to aircraft arrival
2 Use in-hold aircraft loading system to unload freight/baggage from an aircraft	<ul style="list-style-type: none">2.1 Aircraft cargo hold door/s surrounds are checked for damage prior to opening2.2 Damaged aircraft cargo hold door/s are reported where applicable in accordance with established workplace procedures2.3 Aircraft cargo hold door/s are opened in accordance with established workplace procedures and manufacturers' instructions2.4 Aircraft in-hold system is checked prior to unloading freight/baggage2.5 Aircraft is unloaded in accordance with the aircraft off-load instruction report2.6 Unloading of aircraft cargo hold is confirmed against the aircraft off-load instruction report2.7 Aircraft cargo hold door/s are closed and secured where applicable in accordance with aircraft schedule and established workplace procedures2.8 Security seals are placed on aircraft cargo hold door/s when applicable in accordance with workplace procedures and regulatory requirements
3 Respond to problems in unloading freight/baggage from an aircraft	<ul style="list-style-type: none">3.1 A problem in unloading freight/baggage from the aircraft cargo hold is correctly and promptly identified and an appropriate solution is determined in conjunction with other team members and/or load supervisor/team leader in accordance with workplace procedures and regulatory requirements3.2 Any malfunction of in-hold loading system is correctly and promptly identified and appropriate action is taken to rectify and/or report the problem in accordance with workplace procedures and regulatory requirements3.3 Where an identified problem cannot be readily resolved by the unloading team, it is reported and referred to appropriate

ELEMENT

PERFORMANCE CRITERIA

personnel

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
- Principles for the safe and effective handling and unloading of freight/baggage from an aircraft cargo hold
- Purpose, use and interpretation of aircraft off-load instruction report
- Features and differences of aircraft in-hold loading systems used in various aircraft types
- Workplace procedures for unloading freight/baggage from an aircraft
- Layout of airport and location of aircraft gates
- Relevant local instructions pertaining to the operation of aircraft in-hold loading systems and the unloading of aircraft cargo holds
- Manufacturers instructions for relevant aircraft in-hold loading systems
- Risks that exist when unloading aviation freight/baggage, and related risk control procedures and precautions
- Problems that may occur when unloading aviation freight/baggage, and appropriate action that should be taken in each case

Required skills:

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

REQUIRED KNOWLEDGE AND SKILLS

- Monitor work activities in terms of planned schedule
- 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 unload aviation freight/baggage

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
 - safe manual handling techniques
 - correct techniques for unloading an aircraft in accordance with aircraft off-load instruction report
 - relevant regulations, legislation and workplace procedures applicable to the unloading of aviation freight/baggage
 - 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.

Unloading of aviation freight/baggage may be carried out:	<ul style="list-style-type: none"> • in any allowable operating and weather conditions • at international airports, domestic airports, regional airports and remote airfields • in relation to any aircraft types in service in Australia • in accordance with relevant regulatory and operational requirements
Performance may be demonstrated in:	<ul style="list-style-type: none"> • appropriately simulated in-hold unloading situations, and/or • when unloading freight/baggage from an aircraft
Aviation freight/baggage may include:	<ul style="list-style-type: none"> • unaccompanied baggage • Unit Load Device (ULD) loaded with freight/baggage • containers/pallets loaded with freight/baggage • air cargo/freight • loose freight • live freight • allowable dangerous goods • fragile and perishable goods • valuables • aircraft components • mail • diplomatic items • human remains
Hazards that may exist when unloading aviation freight/baggage may include but are not restricted to:	<ul style="list-style-type: none"> • incorrect lifting and manoeuvring techniques (manual handling) for the types of freight/baggage concerned, usually in aircraft cargo hold confined spaces • heavy freight/baggage • overweight freight/baggage • incorrectly labelled freight/baggage • falling freight/baggage • poorly stacked/stowed/secured freight/baggage • freight/baggage of unusual shape or physical size • freight/baggage containing illegal substances • freight/baggage containing dangerous goods (both declared and/or undeclared) • freight/baggage found to be a security risk • moving equipment within hold (where applicable) including belt loaders

RANGE STATEMENT

<p>Personal protective equipment may include but is not restricted to:</p>	<ul style="list-style-type: none"> • uneven surfaces or gaps in the floor of the aircraft hold • protruding surfaces in the aircraft's bulkhead and hold structures • noise • dust • fire • climatic conditions/extreme temperature • hearing protection • safety gloves • safety footwear • safety glasses • protective clothing • high visibility clothing • sun protection
<p>Persons consulted during the unloading of aviation freight/baggage may include:</p>	<ul style="list-style-type: none"> • other members of the freight/baggage loading and ramp teams • aircrew • load controllers • load supervisors, team leaders and managers • check-in staff • ground support staff • technical staff
<p>Dependent on the type of organisation concerned and the local terminology used, workplace procedures may include:</p>	<ul style="list-style-type: none"> • company procedures • enterprise procedures • organisational procedures • established procedures • workplace procedures • standard operating procedures
<p>Information/documents may include:</p>	<ul style="list-style-type: none"> • relevant sections of Civil Aviation Safety Regulations and Civil Aviation Orders pertaining to the unloading of aviation freight/baggage • in Defence context, relevant Defence Orders and Instructions • workplace procedures, instructions and job specification • aircraft off-load instruction report • aircraft load/trim sheets • load manifests • air waybills • operational checklists for in-hold loading systems • procedures for handling special freight/baggage such as live freight, dangerous goods, oversized baggage, fragile

RANGE STATEMENT

- freight/baggage and perishable freight/baggage
- pre/post operational equipment checklists
 - equipment logs/records
 - OH&S regulations
 - emergency procedures
 - flight schedules and gate allocations
 - manufacturers specifications and instructions for the in-hold loading system for the aircraft type
 - induction and training materials
 - conditions of service, legislation and industrial/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 the unloading of aviation freight/baggage
 - relevant IATA regulations
 - relevant Australian Civil Aviation Safety Regulations pertaining to the unloading of aviation freight/baggage
 - Civil Aviation Act
 - relevant Department of Infrastructure, Transport, Regional Development and Local Government (DOTARS) policy
 - relevant OH&S legislation
 - environmental protection legislation
 - relevant Australian Standards
 - industrial relations and workplace compensation legislation

Unit Sector(s)

Not applicable.

Competency field

Competency Field D - Load Handling