



Australian Government

Department of Education, Employment and Workplace Relations

A VIW3004B Operate ramp equipment

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 operate ramp equipment at a commercial airport, including conducting pre- and post-operational checks, positioning and adjusting the equipment against the aircraft and safely operating the equipment to assist the ramp team to load/unload baggage. Types of ramp equipment may vary from airport to airport and generic performance criteria provided in this unit may therefore need to be adapted, as required, to accommodate the operating procedures recommended by the manufacturers of the ramp equipment concerned. 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 the relevant regulatory requirements of the Civil Aviation Authority and other relevant regulatory authorities.

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 safety regulations to the operation of ramp equipment at relevant 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 Conduct pre-operational checks

- 1.1 Pre-operational checks of ramp equipment are conducted in accordance with workplace procedures and manufacturers instructions
- 1.2 Fluid levels are topped up where required in accordance with workplace procedures
- 1.3 Faults and malfunctions are identified and appropriate action is taken to rectify and/or report the fault/malfunction in accordance with workplace procedures and regulatory requirements

2 Operate ramp equipment as part of baggage loading/unloading operations

- 2.1 Ramp equipment is manoeuvred to aircraft and positioned in preparation for baggage loading/unloading operations in accordance with workplace procedures, local instructions and relevant regulatory requirements
- 2.2 Height of ramp equipment is adjusted to align with baggage hold doorway and baggage carts in accordance with workplace procedures and manufacturers instructions
- 2.3 Ramp equipment is operated in accordance with workplace procedures, OH&S regulations and manufacturers instructions
- 2.4 Hazards associated with the operation of the ramp equipment are recognised and appropriate precautions are taken in accordance with OH&S regulations and workplace hazard management strategies
- 2.5 Correct manual handling techniques are applied when handling baggage as part of ramp operation activities in accordance with OH&S regulations and workplace procedures
- 2.6 Loading/unloading of baggage is completed in collaboration with other members of the ramp team in accordance with team leader's/supervisor's directions, loading/trim sheets, workplace procedures and regulatory requirements

3 Retract and store ramp equipment

- 3.1 At the completion of ramp activities, equipment is retracted and manoeuvred to storage bay/area in accordance with workplace procedures
- 3.2 Any faults and malfunctions are identified and appropriate action is taken to rectify and/or report the fault/malfunction in accordance with workplace procedures and regulatory requirements
- 3.3 Post-operational checks of ramp equipment are conducted in accordance with workplace procedures and manufacturers instructions
- 3.4 Where applicable, ramp equipment is refuelled and fluid levels topped up in accordance with workplace procedures, relevant

ELEMENT**PERFORMANCE CRITERIA**

regulatory requirements and manufacturers instructions

3.5 Equipment log or other required documentation is completed in accordance with workplace procedures, local instructions and 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 sections of Civil Aviation Safety Regulations and Civil Aviation Orders
- Relevant OH&S and environmental procedures and regulations
- Principles of ramp equipment operation
- Features and differences in operating characteristics for various types of ramp equipment in operation at Australian airports
- Workplace procedures for operating ramp equipment
- Layout of airport and location of aircraft gates
- Relevant local instructions pertaining to ramp equipment operation
- Manufacturers instructions for checking and operating ramp equipment
- Risks that exist when operating ramp equipment and related risk control procedures and precautions
- Problems that may occur when operating ramp equipment and appropriate action that should be taken in each case

Required skills:

- Communicate effectively with others when operating ramp equipment
- Read and interpret instructions, regulations, procedures and other information relevant to ramp equipment
- Interpret and follow operational instructions and prioritise work
- Complete documentation related to ramp equipment
- Operate electronic communication equipment to required protocol
- Work collaboratively with others when operating ramp equipment
- 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 operating ramp equipment in accordance with regulatory requirements and workplace procedures
- Implement contingency plans for unexpected events that may arise when operating ramp equipment
- Apply precautions and required action to minimise, control or eliminate hazards that may exist when operating ramp equipment
- 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 when operating ramp equipment

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.

Ramp operations may be carried out:	<ul style="list-style-type: none"> • in any allowable operating and weather conditions • in accordance with regulatory and operational requirements
Performance may be demonstrated:	<ul style="list-style-type: none"> • in appropriately simulated ramp equipment situations and/or • on operational ramp equipment at an airport
Types of ramp equipment may include:	<ul style="list-style-type: none"> • belt loader • up-down pallet loader • baggage carts
Hazards that may exist when operating in-hold aircraft baggage systems may include but are not restricted to:	<ul style="list-style-type: none"> • other vehicles in the vicinity of the aircraft • personnel in the vicinity of the aircraft • jet blast • noise • dust
Personal protective equipment may include but is not restricted to:	<ul style="list-style-type: none"> • hearing protection • safety gloves • safety footwear • protective clothing
Pre-operational checks may include:	<ul style="list-style-type: none"> • fluid levels (where applicable) • battery charge level (where applicable) • fuel level where applicable • visual inspection for faults or defects
Persons consulted during ramp equipment operations may include:	<ul style="list-style-type: none"> • other members of the baggage handling and ramp teams • aircrew • load controllers • supervisors, team leaders and managers • ground support staff • technical staff
Dependent on the type of organisation concerned and the local terminology used, workplace procedures may include:	<ul style="list-style-type: none"> • company procedures • enterprise procedures • organisational procedures • established procedures • standard operating procedures
Information/documents may include:	<ul style="list-style-type: none"> • sections of Civil Aviation Safety Regulations and Civil Aviation Orders and licence requirements pertaining to ramp equipment operation

RANGE STATEMENT

Applicable regulations and legislation may include:

- OH&S regulations
- workplace procedures and instructions and job specification
- ramp equipment operational checklists
- emergency procedures
- flight schedules
- pre- and post-operational checklists
- equipment logs/records
- manufacturers specifications and instructions for the ramp equipment being operated
- induction and training materials
- conditions of service, legislation and industrial agreements including workplace agreements and awards
- relevant Civil Aviation Safety Regulations and Civil Aviation Orders
- licence requirements of the relevant licensing authority
- local instructions
- 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

W - Equipment and Systems Operations