



Australian Government

AVID0004 Conduct baggage handling operations

Release: 1

AVID0004 Conduct baggage handling operations

Modification History

Release 1. This is the first release of this unit of competency in the AVI Aviation Training Package.

Application

This unit involves the skills and knowledge required to conduct baggage handling operations in compliance with relevant regulatory requirements of the Civil Aviation Safety Authority (CASA) and national operating standards.

It includes handling baggage and dealing with abnormal baggage handling situations.

This unit addresses aviation technical skill requirements (physical, mental and task-management abilities) related to load handling duties of flight or ground operations personnel and contributes to safe and effective performance in complex aviation operational environments.

Operations are conducted as part of recreational, commercial and military aircraft activities across a variety of operational contexts within the Australian aviation industry.

Work is performed independently or under limited supervision as a single operator or within a team environment.

Work is performed independently or under limited supervision within a single-pilot or multi-crew environment.

Licensing, legislative, regulatory or certification requirements are applicable to this unit.

Pre-requisite Unit

Not applicable.

Competency Field

D – Load Handling

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS

PERFORMANCE CRITERIA

Elements describe the essential outcomes.

Performance criteria describe the performance needed to demonstrate achievement of the element.

1 Handle baggage

- 1.1** Baggage handling is conducted in accordance with equipment involved, operational priorities and requirements, and directions from supervisor or team leader
- 1.2** Appropriate personal protective equipment (PPE) is selected, fitted and worn in accordance with established workplace procedures
- 1.3** Hazards are identified, risks are assessed and hazard management is implemented
- 1.4** Correct manual handling principles and techniques are applied at all times when handling various types, weight and shapes of baggage
- 1.5** Luggage tags are checked to identify any special loading characteristics
- 1.6** Baggage is lifted and manoeuvred in accordance with work health and safety (WHS)/occupational health and safety (OHS) and workplace procedures relevant to baggage tag indications
- 1.7** Baggage with unusual shape or perceived hazard is identified and appropriate assistance is sought from other team members to lift and move baggage concerned
- 1.8** Baggage is stacked on or in baggage storage or movement areas in accordance with WHS/OHS and workplace procedures
- 1.9** Late baggage is collected, handled and delivered to aircraft in accordance with workplace procedures

2 Deal with abnormal baggage handling situations

- 2.1** Baggage identified as heavy, fragile or having other unusual characteristics is handled in accordance with workplace procedures and regulatory requirements specified for type of baggage concerned
- 2.2** Baggage with an unintelligible or missing tag is identified and processed/reported in accordance with procedures for baggage handling system concerned
- 2.3** Baggage that has been damaged is identified and reported/processed in accordance with workplace

procedures

- 2.4 Baggage identified as leaking unidentifiable or potentially hazardous/dangerous substances is isolated and reported in accordance with workplace procedures and regulatory requirements
- 2.5 Baggage suspected of being a potential security risk is immediately isolated and reported in accordance with workplace security requirements
- 2.6 Problems that may occur during baggage handling operations are identified and appropriate action is taken to rectify and/or report problems in accordance with workplace procedures and regulatory requirements
- 2.7 Safety hazards in baggage handling work area are identified and appropriate action is taken to minimise/eliminate risk in accordance with WHS/OHS procedures and workplace hazard control strategies

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Unit Mapping Information

This unit replaces and is equivalent to AVID0002 Conduct baggage handling operations.

Links

AVI Training Package Companion Volume Implementation Guide available on VET Net: - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=4725260a-0af3-4daf-912b-ef1c2f3e5816>

Assessment Requirements for AVID0004 Conduct baggage handling operations

Modification History

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Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements, performance criteria and range of conditions on at least one occasion and include:

- adapting to differences in equipment and operating environment in accordance with standard operating procedures (SOPs)
- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- communicating effectively with others
- completing relevant documentation
- identifying and correctly using relevant equipment
- implementing contingency plans
- implementing work health and safety (WHS) procedures and relevant regulations
- interpreting and following operational instructions and prioritising work
- modifying activities depending on workplace contingencies, situations and environments
- monitoring and anticipating operational problems and hazards and taking appropriate action
- monitoring work activities in terms of planned schedule
- operating electronic communications equipment to required protocol
- reading, interpreting and following relevant regulations, instructions, procedures, information and signs
- reporting and/or rectifying identified problems promptly in accordance with regulatory requirements and workplace procedures
- selecting and using required personal protective equipment (PPE) conforming to industry and WHS standards, including:
 - hearing protection
 - protective clothing
 - safety footwear
 - safety gloves
- working collaboratively with others
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements, performance criteria and range of conditions and include knowledge of:

- features and differences in various types of baggage handling equipment used at Australian airports
- hazards that exist when carrying out baggage handling operations, including:
 - baggage containing illegal substances
 - baggage found to be a security risk
 - baggage of unusual shape or physical size
 - dust
 - heavy baggage
 - incorrectly labelled baggage
 - jet blast
 - moving airport vehicles and tugs in the vicinity of baggage handling areas
 - moving belts and automated baggage equipment
 - noise
 - overweight baggage
 - use of incorrect lifting techniques for baggage concerned
- manufacturer instructions for relevant equipment used during baggage handling operations
- principles of safe and effective baggage handling
- problems that may occur when carrying out baggage handling operations and appropriate action that should be taken in each case
- relevant sections of Civil Aviation Safety Regulations (CASRs) and Civil Aviation Orders pertaining to airside safety procedures
- relevant WHS and environmental procedures and regulations
- risks that exist when carrying out baggage handling operations and related risk control procedures and precautions
- workplace procedures for baggage handling operations.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace

conditions.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- relevant materials, tools, equipment and personal protective equipment currently used in industry.
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- acceptable means of simulation assessment

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