



Australian Government

AVII2007 Check in aircraft passengers

Release: 1

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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 check in aircraft passengers, in compliance with relevant regulatory requirements of the Civil Aviation Safety Authority (CASA) and national operating standards.

It includes greeting passengers, checking in passengers using manual and computerised processes, and checking in baggage. It also includes responding to problems during check-in, issuing boarding passes, and directing passengers to security gates.

This unit addresses aviation technical skill requirements (physical, mental and task-management abilities) related to customer service duties of 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.

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

Use for Defence Aviation is to be in accordance with relevant Defence Orders, Instructions, Publications and Regulations.

Pre-requisite Unit

Not applicable.

Competency Field

I – Customer Service

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

PERFORMANCE CRITERIA

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

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| 1 Greet passenger | 1.1 Passenger is greeted in accordance with workplace customer service procedures |
| | 1.2 Passenger is asked for name and flight details |
| | 1.3 Photographic identification is requested from passenger and identity is confirmed |
| 2 Check in passenger using manual process | 2.1 Passenger name is identified and confirmed on passenger list for nominated flight in accordance with manual check-in procedures |
| | 2.2 Passenger seating preference on aircraft is sought and allocated where possible |
| | 2.3 Passenger check in is recorded on passenger list and a suitable and available aircraft seat is allocated |
| | 2.4 Passenger is advised of changes in flight arrangements including delays, cancellations and gate changes |
| 3 Check in passenger using computerised process | 3.1 Passenger name and indicated flight are entered into the system in accordance with computerised procedures and relevant workplace procedures |
| | 3.2 Passenger flight booking is confirmed on the system |
| | 3.3 Appropriate action is initiated to resolve the problem of a passenger name not being found in flight bookings in accordance with workplace procedures |
| | 3.4 Passenger aircraft seating preference is sought or confirmed from loyalty program preference profile |
| | 3.5 Passenger is advised of prohibited items not to be carried onto aircraft or carried in baggage, in accordance with regulatory requirements |
| | 3.6 Passenger check-in is confirmed on flight management systems, and suitable and available aircraft seating is allocated in accordance with workplace procedures |
| 4 Check in baggage | 4.1 Passenger is requested to present baggage for check in |

- 4.2 Cabin baggage items are checked to ensure they fall within allowable passenger baggage requirements, and passenger is courteously advised to check in non-compliant cabin baggage items with other items in aircraft hold
- 4.3 Passenger checked-in baggage is weighed on scales in accordance with workplace procedures and compared to passenger class of travel allowable limits
- 4.4 Passenger is advised and arrangements are made for excess baggage payment for baggage above allowable limit but permissible under excess baggage rules, in accordance with workplace procedures
- 4.5 Passenger is advised about baggage above allowable limit where excess is not permissible under regulatory requirements, and is requested to take appropriate action to reduce baggage weight to within allowable limit in accordance with workplace procedures
- 4.6 Baggage details are recorded on aircraft baggage list and entered into computer system in accordance with workplace procedures for type of check-in process being used
- 4.7 Baggage is labelled in accordance with workplace procedures using either manually or printer-produced tags in accordance with system being used, including overweight, oversize or fragile labels as required
- 4.8 Passenger loyalty program baggage labels are applied as required
- 4.9 Passenger baggage is placed on baggage belt or cart in preparation for aircraft loading
- 4.10 Passenger baggage check-in record is attached to ticket or boarding pass sleeve
- 4.11 Baggage is handled at all times in accordance with work health and safety (WHS)/occupational health and safety (OHS) regulations and workplace procedures

5 Respond to problems during check in

- 5.1 Problems arising during check in are promptly identified and clarified in accordance with workplace procedures
- 5.2 Hazards are identified, risks are assessed and hazard management is implemented
- 5.3 Options to resolve identified problems are explored in

- consultation with passenger and other staff in accordance with workplace procedures and relevant regulatory requirements
- 5.4 Passenger check-in problems not immediately resolved are referred to appropriate supervisor or other relevant staff for action in accordance with workplace procedures
- 6 Issue boarding pass**
- 6.1 On finalisation of check-in procedures, a manual or electronic boarding pass is issued and presented to passenger in accordance with workplace procedures
- 6.2 Passenger attention is drawn to relevant details on boarding pass including flight code, boarding gate and required boarding time
- 7 Direct passenger to security gate**
- 7.1 Passenger is directed to security gate in accordance with workplace procedures
- 7.2 Passengers subscribing to a loyalty scheme and/or airline club are advised of location of appropriate lounge and facilities in accordance with workplace procedures

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.

- Problems during check in must include:
- delayed or cancelled flight
 - excess baggage
 - late check in
 - no record of passenger claimed booking
 - overweight or oversize cabin baggage
 - possession of prohibited items on passenger or in cabin or checked-in baggage

Unit Mapping Information

This unit replaces and is equivalent to AVII2007B Check in aircraft passengers.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=4725260a-0af3-4daf-912b-ef1c2f3e5816>