



Australian Government

Department of Education, Employment and Workplace Relations

AVID2005B Accept freight for air transport

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit Descriptor

This unit involves the skills and knowledge required to accept freight for air transport in accordance with IATA and other relevant regulatory requirements, including interpreting freight documentation; recognising dangerous goods, perishable freight, live freight, and freight in other special categories; accepting appropriate freight; declining to accept prohibited and improperly prepared freight; preparing required freight documentation; and stowing freight appropriately. 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 IATA, CASA and other relevant 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 acceptance of freight for air transport across a variety of operational contexts within the Australian and international 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 Received documentation for the transport of freight by air is examined and interpreted in accordance with workplace procedures and regulatory requirements 1.2 Types of freight to be transported are correctly identified in accordance with workplace procedures and regulatory requirements
2 Recognise dangerous goods	2.1 Freight containing dangerous goods is recognised in accordance with workplace procedures and regulatory requirements 2.2 All types of dangerous goods and items containing dangerous goods are correctly identified 2.3 Workplace procedures and regulatory requirements concerning the types of dangerous goods and their acceptance, handling, packing, storage, labelling etc. are interpreted and applied
3 Recognise perishable freight	3.1 Freight containing perishable goods is recognised in accordance with workplace procedures and regulatory requirements 3.2 Workplace procedures and regulatory requirements concerning the various types of perishable goods and their acceptance, handling, packing, storage, labelling, etc. are interpreted and applied
4 Accept appropriate freight	4.1 Where the identified freight is not permitted to be transported by air, the shipper is courteously advised that the freight cannot be accepted 4.2 The consignee is given an explanation of reasons why prohibited freight cannot be accepted and is referred to the relevant regulatory requirements in accordance with workplace procedures 4.3 Where the identified freight is permitted to be transported by air, the requirements for packaging, labelling and handling are confirmed in accordance with workplace procedures and regulatory requirements for the type of goods concerned 4.4 Freight accepted for air transport is checked to ensure that it is packaged and labelled in accordance with regulatory requirements 4.5 Freight accepted for air freight is handled in accordance with the relevant regulatory requirements for the type of goods concerned
5 Prepare freight documentation	5.1 Relevant documentation, including an air waybill and check sheets are prepared and signed in accordance with workplace procedures and regulatory requirements 5.2 Relevant documentation is attached to the freight, processed and filed in accordance with workplace procedures and regulatory

ELEMENT**PERFORMANCE CRITERIA**

requirements

6 Stow freight

- 6.1 All freight is stowed in a warehouse and monitored in accordance with the workplace procedures and regulatory requirements for the types of goods concerned
- 6.2 Relevant personnel are advised of the disposition of the stowed freight in accordance with workplace procedures 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 regulatory requirements pertaining to acceptance, packing, marking, labelling, documenting, storing and despatching of freight designated for air transport, including IATA and CASA requirements
- Relevant OH&S and environmental procedures and regulations
- Safety principles for the acceptance of freight for air transport
- Characteristics and ways of identifying various types of freight
- Workplace procedures for acceptance, packing, marking, labelling, documenting, storing and despatching of various types of freight designated for air transport
- Dangerous goods including potential hidden or undeclared dangerous goods and the regulatory requirements procedures, checklists and guidelines for dangerous goods identification, acceptance (or otherwise), handling, packing, storage, labelling, etc.
- Cold chain checklists and guidelines for the air transport of perishable goods
- Documentation requirements for the transport of various types of freight by air
- Risks that exist when accepting freight for air transport and related risk control procedures and precautions
- Problems that may occur when carrying out acceptance of freight for air transport and appropriate action that should be taken in each case

Required skills:

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

REQUIRED KNOWLEDGE AND SKILLS

- 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
- 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 accepting freight for air transport

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.

Acceptance of freight for air transport may be carried out:

- in any allowable operating and weather conditions
- at freight depots, terminals and airports
- in relation to any aircraft types in service in Australia on domestic and international flights
- in accordance with regulatory and workplace requirements

Performance may be demonstrated:

- in appropriately simulated air freight acceptance situations, and/or
- in an operational air freight acceptance situation at an airport

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
- mask or respirator (where applicable)
- high visibility clothing
- hearing protection

RANGE STATEMENT

Hazards may include:	• sun protection • 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:	• Civil Aviation Safety Regulations relevant to acceptance of freight for air transport • relevant IATA regulations • relevant Australian Standards and the industry codes of practice relevant to various categories of air freight • manifests, bar codes, goods and product identification • goods identification numbers and codes • supplier and/or client instructions • OH&S regulations • workplace procedures and instructions and job specification • workplace checklists for acceptance of various types of freight for air transport • cold chain checklists and guidelines for the air transport of perishable goods • emergency procedures • flight schedules • local instructions • induction and training materials • conditions of service, legislation and industrial agreements including workplace agreements and awards
Applicable regulations and legislation may include:	• Australian and international regulations and codes of practice for the transport of various types of freight by air • relevant IATA regulations • IATA standard for air cargo acceptance (TACT Rules) • relevant requirements, standards and recommended practices of the International Civil Aviation Organization

RANGE STATEMENT

(ICAO) pertaining to acceptance of dangerous goods for air transport

- Air Cargo Tariff (IATA)
- Australian Civil Aviation Safety Regulations relevant to the identification and acceptance of dangerous goods for air transport
- Civil Aviation Act
- standards and codes of practice related to the acceptance of perishable goods for air transport
- standards and codes of practice related to the acceptance of live freight for air transport
- 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