



Australian Government

Department of Education, Employment and Workplace Relations

AVIL3003B Plan an aircraft load

Revision Number: 1

AVIL3003B Plan an aircraft load

Modification History

Not applicable.

Unit Descriptor

Unit Descriptor

This unit involves the skills and knowledge required to plan an aircraft load in accordance with OH&S and other relevant regulatory requirements, including gathering data on the aircraft load, reviewing and analysing data, preparing load sheet/plan, and completing and processing required documentation. 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 relevant IATA, CASA and other 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 relevant regulations to the planning of an aircraft load 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 Gather data on the aircraft load

- 1.1 Data required to plan an aircraft load is collected using appropriate techniques and technology in accordance with workplace procedures and regulatory requirements
- 1.2 Types of freight to be transported are identified in accordance with workplace procedures and regulatory requirements

2 Review and analyse data

- 2.1 Collected data is reviewed using manual and/or computer techniques in accordance with workplace procedures and regulatory requirements
- 2.2 Analysis of data includes appropriate consideration of aircraft destination, time, weather, duration of flight, mix of load, aircraft fuel weight and other relevant parameters

3 Prepare load sheet/plan

- 3.1 An appropriate load sheet/plan is prepared using manual and/or computerised techniques for the aircraft concerned in accordance with workplace procedures, aircraft loading manual and relevant regulatory requirements
- 3.2 Prepared load sheet/plan provides for due consideration of aircraft trim and balance requirements in accordance with the relevant aircraft loading manual

4 Complete and process required documentation

- 4.1 Relevant documentation is prepared and signed in accordance with workplace procedures and regulatory requirements
- 4.2 Documentation is processed and despatched to relevant personnel in accordance with workplace procedures, local airport instructions and relevant 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 the transport of dangerous goods by air
- Relevant OH&S and environmental procedures and regulations
- Safety principles for the planning of an aircraft load
- Characteristics and ways of identifying various types of dangerous goods
- Workplace procedures for the planning of an aircraft load
- Documentation requirements for the transport of appropriate dangerous goods by air
- Risks that exist when carrying out planning of an aircraft load and related risk control procedures and precautions
- Problems that may occur when carrying out planning of an aircraft load and appropriate action that should be taken in each case

Required skills:

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

REQUIRED KNOWLEDGE AND SKILLS

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 planning an aircraft load

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.

Planning of an aircraft load 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 • accordance with regulatory and workplace requirements
Performance may be demonstrated:	• in appropriately simulated air freight acceptance situations • 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 • passengers 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 • sun protection

RANGE STATEMENT

Hazards may include:	• 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 the planning of an aircraft load • relevant IATA regulations • NOTOC, for load notification to aircraft captain • manifests • weight and balance documentation • fuel dockets • load instruction reports • workplace checklists for the planning of an aircraft load • 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 dangerous goods by air • relevant requirements, standards and recommended practices of the International Civil Aviation Organization (ICAO) pertaining to the planning of an aircraft load • relevant Australian Civil Aviation Safety Regulations and Civil Aviation Orders pertaining to the planning of an aircraft load • Civil Aviation Act • local instructions • relevant OH&S legislation

RANGE STATEMENT

- environmental protection legislation
- relevant security regulations
- relevant Australian Standards
- industrial relations and workplace compensation legislation

Unit Sector(s)

Not applicable.

Competency field

Competency Field L - Resource Management