



Australian Government

Department of Education, Employment and Workplace Relations

AVIW2010B Operate baggage tug

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit Descriptor

This unit involves the skills and knowledge required to operate a baggage tug, including conducting pre- and post-operational checks, operating the tow baggage tug in accordance with licence and regulatory requirements, coupling/uncoupling baggage carts and other relevant equipment, and parking and storing tug at end of operations. Types of baggage tug 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 baggage tug concerned. 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 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 baggage tugs 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 on baggage tug	1.1 Pre-operational checks of baggage tug are conducted in accordance with workplace procedures and manufacturers instructions 1.2 Where applicable, 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 baggage tug	2.1 Baggage tug is manoeuvred to required location in preparation for haulage operations in accordance with workplace procedures, local instructions and relevant regulatory requirements 2.2 Baggage tug is coupled to baggage carts or other ramp equipment as directed 2.3 Baggage tug is operated in accordance with workplace procedures, OH&S regulations and manufacturers instructions 2.4 Hazards associated with the operation of the baggage tug are recognised and appropriate precautions are taken in accordance with OH&S regulations and workplace hazard management strategies 2.5 Baggage cart or ramp equipment is hauled to required location and uncoupled in accordance with workplace procedures, local instructions and relevant regulatory requirements 2.6 Instructions for the next operation are obtained and the baggage tug driven to the required location in accordance with workplace procedures, local instructions and regulatory requirements
3 Shut down, park and store baggage tug	3.1 At the completion of all scheduled haulage activities, tug is manoeuvred to and parked/stored in 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 baggage tug are conducted in accordance with workplace procedures and manufacturers instructions 3.4 Where applicable, baggage tug is refuelled and fluid levels topped up in accordance with workplace procedures, relevant regulatory requirements and manufacturers instructions

ELEMENT**PERFORMANCE CRITERIA**

- 3.5 Where applicable, batteries (on an electric baggage tug) are connected for recharge in accordance with workplace procedures
- 3.6 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 protection procedures and regulations
- Principles of baggage tug operation
- Features and differences in operating characteristics for various types of baggage tugs in operation at Australian airports
- Workplace procedures for operating a baggage tug
- Layout of airport and location of aircraft gates
- Relevant local instructions pertaining to baggage tug operation
- Manufacturers instructions for checking and operating a baggage tug
- Risks that exist when operating a baggage tug and related risk control procedures and precautions
- Problems that may occur when operating a baggage tug and appropriate action that should be taken in each case

Required skills:

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

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.

Baggage tug operations may be carried out:	• in any allowable operating and weather conditions • in accordance with regulatory and operational requirements
Performance may be demonstrated:	• in approved simulated baggage tug operational situations, and/or • during baggage tug operations at an airport
Types of tow motor/push-out tug may include:	• diesel engine baggage tugs and/or • electric battery operated baggage tugs
Hazards that may exist when operating baggage tugs may include but are not restricted to:	• other vehicles/aircraft in the vicinity • personnel in the operational area • obstacles in the operational area • jet blast • noise • dust
Personal protective equipment may include but is not restricted to:	• hearing protection • safety gloves • safety footwear • protective clothing
Pre-operational checks may include:	• fluid levels (where applicable) • battery charge (where applicable) • fuel level where applicable • visual inspection for faults or defects
Persons consulted during baggage tug operation may include:	• other members of the baggage handling and ramp teams • aircrew • load controllers • supervisors, team leaders and managers • check-in staff • ground support staff • technical staff
Dependent on the type of organisation concerned and the local terminology used, workplace procedures may include:	• company procedures • enterprise procedures • organisational procedures • established procedures • standard operating procedures
Information/documents may	• sections of Civil Aviation Safety Regulations and Civil Aviation Orders and local instructions relevant to baggage

RANGE STATEMENT

include:

tug operations

- OH&S regulations
- workplace procedures and instructions and job specification
- baggage tug operational checklists
- pre- and post-operational checklists
- equipment logs/records
- emergency procedures
- flight schedules and aircraft gate schedules
- manufacturers specifications and instructions for the baggage tug 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
- relevant environmental protection legislation
- relevant Australian Standards
- industrial relations and workplace compensation legislation

Applicable regulations and legislation may include:

Unit Sector(s)

Not applicable.

Competency field

Competency Field

W - Equipment and Systems Operations