



Australian Government

Department of Education, Employment and Workplace Relations

AVIW3003B Operate aircraft embarkation and disembarkation equipment

Revision Number: 1

AVIW3003B Operate aircraft embarkation and disembarkation equipment

Modification History

Not applicable.

Unit Descriptor

Unit Descriptor

This unit involves the skills and knowledge required to operate aircraft embarkation/disembarkation equipment, including pre- and post-operational checks of the equipment, pre-positioning the equipment prior to the arrival of the aircraft, positioning the equipment against the aircraft on arrival, and retracting the equipment prior to departure. Types of embarkation/disembarkation equipment may vary from airport to airport and may include both manually-operated and motorised equipment. The 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 embarkation/disembarkation equipment 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 licensing and 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 applicable licensing and regulatory requirements to the operation and positioning of manually-operated and motorised embarkation/disembarkation equipment 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	1.1 Pre-operational checks of the embarkation/disembarkation equipment are conducted in accordance with workplace procedures and manufacturers instructions 1.2 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 embarkation/disembarkation equipment	2.1 Embarkation/disembarkation equipment is pre-positioned to the assigned location in preparation for the arrival of the aircraft in accordance with workplace procedures, local instructions and relevant regulatory requirements 2.2 Embarkation/disembarkation equipment is manoeuvred to aircraft and positioned against the fuselage in preparation for passenger embarkation/disembarkation in accordance with workplace procedures, local instructions and relevant regulatory requirements 2.3 Embarkation/disembarkation equipment is operated in accordance with workplace procedures, OH&S regulations and manufacturers instructions 2.4 Hazards associated with the operation of the embarkation/disembarkation equipment are recognised and appropriate precautions are taken in accordance with OH&S regulations and workplace hazard management strategies
3 Retract and store embarkation/disembarkation equipment	3.1 At the completion of passenger embarkation/disembarkation activities, equipment is withdrawn from aircraft and manoeuvred to assigned storage bay/area in accordance with workplace procedures and local instructions 3.2 Post-operational checks of embarkation/disembarkation equipment are conducted in accordance with workplace procedures and manufacturers instructions 3.3 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 3.4 Where applicable, embarkation/disembarkation equipment is refuelled and fluid levels topped up in accordance with workplace procedures, relevant regulatory requirements and manufacturers instructions 3.5 Equipment log or other required documentation is completed in accordance with workplace procedures, local instructions and

ELEMENT

PERFORMANCE CRITERIA

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 procedures and regulations
- Principles of operation of embarkation/disembarkation equipment
- Features and differences in operating requirements for various types of embarkation/disembarkation equipment in operation at Australian airports
- Workplace procedures for operating embarkation/disembarkation equipment
- Layout of airport and location of aircraft gates
- Relevant local instructions pertaining to the operation of embarkation/disembarkation equipment
- Manufacturers instructions for checking and operating embarkation/disembarkation equipment
- Hazards and associated risks that may exist when operating embarkation/disembarkation equipment and related risk control procedures and precautions
- Problems that may occur when operating embarkation/disembarkation equipment and appropriate action that should be taken in each case

Required skills:

- Communicate effectively with others when preparing, operating, retracting and storing aircraft embarkation and disembarkation equipment
- Read and interpret instructions, regulations, procedures and other information relevant to aircraft embarkation and disembarkation equipment
- Interpret and follow operational instructions and prioritise work
- Complete documentation related to aircraft embarkation and disembarkation equipment
- Operate electronic communication equipment to required protocol
- Work collaboratively with others when preparing, operating, retracting and storing aircraft embarkation and disembarkation equipment
- Adapt appropriately to cultural differences in the workplace, including modes of behaviour, communication and interactions with others
- Promptly report and/or rectify any identified problems that may occur when preparing, operating, retracting or storing aircraft embarkation and disembarkation equipment in accordance with regulatory requirements and workplace procedures
- Implement contingency plans for unexpected events that may arise when preparing, operating, retracting or storing aircraft embarkation and disembarkation equipment
- Monitor and anticipate operational problems and hazards and take appropriate action
- Apply precautions and required action to minimise, control or eliminate hazards that may exist

REQUIRED KNOWLEDGE AND SKILLS

when preparing, operating, retracting or storing aircraft embarkation and disembarkation equipment

- Work systematically with required attention to detail without injury to self or others, or damage to goods or equipment
- Modify activities dependent on differing workplace contingencies, situations and environments
- Monitor work activities in terms of planned schedule
- 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 aircraft embarkation and disembarkation equipment

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.

Operation of the embarkation/disembarkation equipment may be carried out:	• in any allowable operating and weather conditions • in accordance with local instructions and regulatory and operational requirements
Performance may be demonstrated:	• in an appropriately simulated embarkation/disembarkation equipment workplace situation, and/or • on operational embarkation/disembarkation equipment at an airport
Embarkation/disembarkation equipment may include:	• manually operated mobile stairs • motorised mobile stairs • other types of embarkation/disembarkation equipment
Hazards that may exist in the operation of embarkation/disembarkation equipment may include:	• personnel in the vicinity of the aircraft • other vehicles in the vicinity of the aircraft • jet blast • noise • dust
Personal protective equipment may include but is not restricted to:	• hearing protection • safety gloves • safety footwear • protective clothing
Pre- and post-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 embarkation/disembarkation equipment 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 (SOPs)

RANGE STATEMENT

Information/documents may include:

- sections of Civil Aviation Safety Regulations and Civil Aviation Orders and licensing requirements relevant to the operation of embarkation/disembarkation equipment
- OH&S regulations
- workplace procedures and instructions and job specification
- embarkation/disembarkation equipment operational checklists
- pre- and post-operational checklists
- equipment log/operational record
- emergency procedures
- flight schedules
- manufacturers specifications and instructions for the embarkation/disembarkation equipment being operated
- induction and training materials
- conditions of service, legislation and industrial agreements including workplace agreements and awards

Applicable regulations and legislation may include:

- relevant Civil Aviation Safety Regulations and Civil Aviation Orders
- licence requirements of the relevant licensing authority (where applicable)
- relevant OH&S legislation
- environmental protection legislation
- relevant Australian Standards
- industrial relations and workplace compensation legislation

Unit Sector(s)

Not applicable.

Competency field

Competency Field

W - Equipment and Systems Operations