Assessment Requirements for AVID0009 Load and secure aviation freight and baggage

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Modification History

Release 1. This is the first release of this unit of competency in the AVI Aviation Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements, performance criteria and range of conditions on at least one occasion and include:

- adapting to differences in equipment and operating environment in accordance with standard operating procedures (SOPs)
- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant regulations, legislation and workplace procedures
- applying safe manual handling techniques
- communicating effectively with others
- completing relevant documentation
- correcting techniques for loading an aircraft in accordance with aircraft load instruction reports and/or aircraft load/trim sheets
- identifying and correctly using relevant equipment
- implementing contingency plans
- implementing work health and safety (WHS) procedures and relevant regulations
- interpreting and following operational instructions and prioritising work
- modifying activities dependent on differing workplace contingencies, situations and environments
- monitoring and anticipating operational problems and hazards and taking appropriate action
- monitoring work activities in terms of planned schedule
- operating electronic communication equipment to required protocol
- reading and interpreting relevant instructions, regulations, procedures and other information
- reporting and/or rectifying any identified problems promptly, in accordance with regulatory requirements and workplace procedures
- selecting and using required personal protective equipment (PPE) conforming to industry and WHS standards, including:
  - hearing protection
  - high visibility clothing
  - protective clothing
  - safety footwear
  - safety glasses

- safety gloves
- sun protection
- working collaboratively with others
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements, performance criteria and range of conditions and include knowledge of:

- aviation freight and baggage, including:
  - air cargo/freight
  - aircraft components
  - allowable dangerous goods
  - containers/pallets loaded with freight/baggage
  - diplomatic items
  - fragile and perishable goods
  - human remains
  - live freight
  - loose freight
  - mail
  - unaccompanied baggage
  - unit load device (ULD) loaded with freight/baggage
  - valuables
- features and differences of in-hold loading systems used in various aircraft types
- layout of airport and location of aircraft gates
- manufacturer instructions for relevant in-hold loading systems
- people to be consulted about loading and securing aviation freight and baggage, including:
  - aircrew
  - check-in staff
  - ground support staff
  - load controllers
  - load supervisors, team leaders and managers
  - other members of the freight/baggage loading and ramp teams
  - technical staff
- principles and procedures relevant to trimming and balancing load on an aircraft
- principles for safely and effectively handling, loading and securing of freight and baggage into an aircraft cargo hold
- problems that may occur when loading and securing aviation freight and baggage, and appropriate action that should be taken in each case

- purpose, use and interpretation of aircraft load instruction reports and aircraft load/trim sheets
- relevant local instructions pertaining to operating in-hold loading systems and loading aircraft cargo holds
- relevant WHS and environmental procedures and regulations
- relevant sections of Civil Aviation Safety Regulations (CASRs) and Civil Aviation Orders
- hazards that may exist when loading and securing aviation freight/baggage, including:
    - climatic conditions/extreme temperature
    - dust
    - falling freight/baggage
    - fire
    - freight/baggage containing dangerous goods (declared and/or undeclared)
    - freight/baggage containing illegal substances
    - freight/baggage found to be a security risk
    - freight/baggage of unusual shape or physical size
    - heavy freight/baggage
    - incorrect lifting and manoeuvring techniques (manual handling) for type of freight/baggage concerned, usually in aircraft cargo hold confined spaces
    - incorrectly labelled freight/baggage
    - moving equipment within hold including belt loaders
    - noise
    - overweight freight and baggage
    - poorly stacked/stowed/secured freight and baggage
    - protruding surfaces in aircraft bulkhead and hold structures
    - uneven surfaces or gaps in floor of aircraft hold
- risks that exist when loading and securing aviation freight/baggage, and related risk control procedures and precautions
- workplace procedures for loading and securing freight/baggage onto an aircraft
- workplace documentation, including:
    - air waybills
    - aircraft load instruction report
    - aircraft load/trim sheets
    - conditions of service, legislation and industrial/workplace agreements and awards
    - emergency procedures
    - equipment logs/records
    - flight schedules and gate allocations
    - relevant Defence Orders and Instructions
    - induction and training materials
    - load manifests
    - manufacturer specifications and instructions for in-hold loading system for aircraft type
    - operational checklists for in-hold loading systems

- pre- and post-operational equipment checklists
- procedures for handling special freight/baggage, such as live freight, dangerous goods, oversized baggage, fragile freight/baggage and perishable freight/baggage
- relevant sections of Civil Aviation Safety Regulations (CASRs) and Civil Aviation Orders pertaining to loading and securing of aviation freight/baggage
- WHS regulations
- workplace procedures and instructions and job specifications.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- relevant materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- acceptable means of simulation assessment.

Links

AVI Training Package Companion Volume Implementation Guide available on VET Net: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=4725260a-0af3-4daf-912b-ef1c2f3e5816