

Prepare and receive baggage and cargo from an aircraft

Overview

This standard is about preparing and transferring baggage and cargo and loading it onto an aircraft. This involves interpreting baggage tags and labelling information and using the required equipment and manual handling techniques. This standard is also about receiving baggage and cargo from an aircraft and transferring it the required area.

This standard is for those working in airports/airfields who carry out roles in areas such as aircraft loading and baggage handling.

When you have completed this standard, you will be able to demonstrate your knowledge of and ability to:

- Prepare and receive baggage and cargo from an aircraft

Performance criteria

You must be able to:

1. Prepare the load in advance of transfer to the aircraft in accordance with your organisational and airport/airfield procedures and relevant legal requirements
2. Select the required equipment for transferring the load in line with organisational and airport/airfield procedures
3. Use manual or automated systems to interpret and verify baggage tag destination or cargo manifest information in line with organisational and airport/airfield procedures and relevant legal requirements
4. Use the required handling and lifting techniques and equipment for loading and un-loading baggage or cargo
5. Load, un-load and secure baggage or cargo onto transit equipment and where required protect it from adverse weather conditions in line with organisational and airport/airfield procedures and relevant legal requirements
6. Obtain the load or special instruction
7. Load baggage or cargo onto the aircraft according to the load or special instruction
8. Record and report damaged baggage or cargo issues and discrepancies in line with your organisation's and the airport/airfields' procedures
9. Complete baggage off-loading procedures when required
10. Complete loading and un-loading documentation in line with the load or special instruction and organisational and airport/airfield procedures
11. Prepare to receive baggage and cargo from the aircraft in line with organisational and airport/airfield procedures
12. Off-load baggage or cargo in line with airline or organisational and airport/airfield procedures
13. Transfer the load to the baggage re-claim or relevant cargo area in line with organisational and airport/airfield procedures
14. Return loading equipment to the relevant storage area according to organisational and airport/airfield procedures and relevant legal requirements

Knowledge and understanding

You need to know and understand:

1. Your organisation's and the airport/airfield's procedures for preparing, transferring and receiving baggage and cargo from an aircraft
2. How to interpret baggage tags and cargo manifest information
3. Your organisation's procedures and relevant legal requirements for verifying baggage, for example AAA Procedures
4. The recognised destination codes
5. Your organisation's and airport/airfield's procedures for dealing with different types of load
6. The types of loading conveyances and containers e.g. belt loaders, cargo loaders, ULDs
7. How to use the loading equipment in a safe manner and the complementary safe manual handling procedures
8. The consequences of inappropriate manual handling of loads
9. Your organisation's and the airport/airfield's reporting processes
10. The protection available for loads in different weather conditions
11. Your organisation's and airport/airfield's procedures for loading and un-loading odd-size or irregular baggage
12. How to deal with different types of load including regular baggage, overweight or heavy baggage, oversize baggage and irregular items (for example skis and prams)

Scope/range

Special instruction relates to:

- a) Live animals
- b) Hazardous materials
- c) Dangerous goods Types of loading conveyances and containers include:
 - a) Belt loaders
 - b) Cargo loaders
 - c) Unit load device (ULDs)

Glossary

ULD

Unit Load Device

Prepare and receive baggage and cargo from an aircraft

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Suite Aviation Operations on the Ground

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