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7.3 Function: Personnel Responsible for Processing or Accepting Dangerous Goods Consignments

Personnel responsible for processing or accepting dangerous goods consignments must be competent to perform tasks aimed at verifying and validating that the dangerous goods being offered for transport comply with the applicable provisions of the regulations and are in a suitable condition for air transport. They may work for freight forwarders, ground handling agents or operators. Personnel would need to have relevant knowledge to competently perform these tasks. The following are tasks that these personnel typically perform and for which training and assessment would therefore be required.

TABLE 7.3.A
Sample Task List for Personnel Responsible for Processing or Accepting Dangerous Goods Consignments

Function: Personnel responsible for processing or accepting dangerous goods consignments			Processing/accepting cargo	
0	Understanding the basics of dangerous goods		★	
	0.1	Dangerous goods applicability		
		0.1.1	Understand the definition	★
		0.1.2	Recognize the legal framework (global, national)	★
		0.1.3	Identify the application and scope	★
		0.1.4	Differentiate between hazard and risk	★
	0.2	Understanding the general limitations		
		0.2.1	Develop a sense of forbidden dangerous goods	★
		0.2.2	Recognise potential hidden dangerous goods	★
		0.2.3	Familiarised with passenger provisions	★
	0.3	Identifying different roles and responsibilities		
		0.3.1	Clarify the individual and collective role of the supply chain stakeholders	★
		0.3.3	Recognise the impact of State & operator variations	★
	0.4	Understanding the importance of classification & packaging		
		0.4.1	Identify the general information about classes, divisions	★
		0.4.2	Understand general principles of packing groups	★
		0.4.3	Consider multiple hazards	★
	0.5	Understanding hazard communication		
		0.5.1	Recognise the basic marking requirements	★
		0.5.2	Recognize the basic labelling requirements	★
		0.5.3	Identify the required documentation	★
	0.6	Familiarising with basic emergency response		
		0.6.1	Create awareness about general emergency procedures	★
		0.6.2	Understand the employer's emergency response requirements	★
3	Processing/accepting cargo			
	3.1	Review documentation		
		3.1.1	Verify Shipper's Declaration	★★★
		3.1.2	Verify other transport documents (e.g. air waybill)	★★★
		3.1.3	Verify other documents (exemptions, approvals, etc.)	★★★
		3.1.4	Verify State/operator variations	★★★
	3.2	Review package(s)		
		3.2.1	Verify marks	★★★
		3.2.2	Verify labels	★★★
		3.2.3	Verify packaging type	★★★
		3.2.4	Verify package conditions	★★★
		3.2.5	Verify State/operator variations	★★★
	3.3	Complete acceptance procedures		
		3.3.1	Complete acceptance checklist	★★★
		3.3.2	Provide shipment information for load planning	★★★
		3.3.3	Retain documents	★★★

TABLE 7.3.A
Sample Task List for Personnel Responsible for Processing or Accepting Dangerous Goods Consignments (continued)

Function: Personnel responsible for processing or accepting dangerous goods consignments		Processing/accepting cargo
7	Collecting safety data	
	7.1 Report dangerous goods accidents	★★
	7.2 Report dangerous goods incidents	★★
	7.3 Report undeclared/mis-declared dangerous goods	★★
	7.4 Report dangerous goods occurrences	★★