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7.5   Function: Personnel Responsible for Accepting Passenger and Crew Baggage, Managing Aircraft Boarding Areas and other Functions Involving Direct Passenger Contact at an Airport

The following are tasks that personnel responsible for accepting passenger and crew baggage, managing aircraft boarding areas and other functions involving direct passenger contact at an airport typically perform and for which training and assessment would therefore be required.

TABLE 7.5.A
Sample Task List for Personnel Responsible for Accepting Passenger and Crew Baggage, Managing Aircraft Boarding Areas and other Functions Involving Direct Passenger Contact at an Airport

Function: Personnel responsible for accepting passenger and crew baggage, managing aircraft boarding areas and other functions involving direct passenger contact at an airport.				Accepting passenger and crew baggage
0	Understanding the basics of dangerous goods			★
	0.1	Dangerous goods applicability		★
		0.1.1	Understand the definition	★
		0.1.2	Recognise the legal framework (global, national)	★
		0.1.3	Identify the application and scope	★
		0.1.4	Differentiate hazard and risk	★
	0.2	Understanding the general limitations		★
		0.2.1	Develop a sense of hidden dangerous goods	★
		0.2.2	Recognise potential hidden dangerous goods	★
		0.2.3	Familiarise with passenger provisions	★
	0.3	Identifying roles and responsibilities		★
		0.3.1	Clarify the individual and collective role of the supply chain stake-holders	★
		0.3.2	Understand the passengers responsibilities	★
		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	★
	0.5	Understanding hazard communication		★
		0.5.1	Recognise basic marking requirements	★
		0.5.2	Recognise 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	★
5	Accepting passenger and crew baggage			
	5.1	Process baggage		★★★
		5.1.1	Identify forbidden dangerous goods	★★★
		5.1.2	Apply approval requirements	★★★
	5.2	Accept baggage		★★★
		5.2.1	Apply operator requirements	★★★
		5.2.2	Verify passenger baggage requirements	★★★
		5.2.3	Advise pilot-in-command, when applicable	★★★
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		★