

<b>Title</b>	<b>Sort baggage for carriage by aircraft</b>		
<b>Level</b>	<b>3</b>	<b>Credits</b>	<b>5</b>

<b>Purpose</b>	People credited with this unit standard are able to: prepare to sort baggage; interpret baggage label information and process special baggage; sort baggage according to labelled information; and carry out baggage reconciliation.
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<b>Classification</b>	Aviation > Ramp Operations
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<b>Available grade</b>	Achieved
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### Guidance Information

- 1 All tasks are to be carried out in accordance with enterprise procedures, the enterprise being the organisation carrying out the work. Enterprise procedures referred to in this unit standard are the applicable procedures found in the following: enterprise exposition, manufacturer publications, Government and local body legislation, and/or airworthiness authority requirements.
- 2 Definition  
*ULD* refers to a Unit Load Device. This may include a cargo container or a pallet.

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### Outcomes and performance criteria

#### Outcome 1

Prepare to sort baggage.

#### Performance criteria

- 1.1 Protective clothing and safety equipment are worn.  
Range may include but is not limited to – high-visibility jacket, ear defenders.
- 1.2 Baggage trolleys and ULDs are checked for serviceability.
- 1.3 Any faults and malfunctions to the baggage trolleys and ULDs are identified and reported.
- 1.4 Baggage trolleys and ULDs are positioned.

**Outcome 2**

Interpret baggage label information and process special baggage.

**Performance criteria**

- 2.1 Flight number and destination on baggage labels are identified.
- 2.2 Special baggage is identified according to label type and processed.
- Range types of labels may include but are not limited to – priority, crew, oversize, overweight, fragile, dangerous goods.

**Outcome 3**

Sort baggage according to labelled information.

**Performance criteria**

- 3.1 Baggage is sorted by flight number and destination.
- 3.2 Baggage is stacked onto baggage trolleys and into ULDs.

**Outcome 4**

Carry out baggage reconciliation.

**Performance criteria**

- 4.1 Baggage reconciliation process is carried out.
- Range may include but is not limited to – count bags on trolleys, checking scanner to confirm bag count, checking system.

<b>Planned review date</b>	31 December 2027
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**Status information and last date for assessment for superseded versions**

Process	Version	Date	Last Date for Assessment
Registration	1	16 October 2009	31 December 2018
Review	2	16 March 2017	31 December 2024
Review	3	27 October 2022	N/A

<b>Consent and Moderation Requirements (CMR) reference</b>	0125
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

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**Comments on this unit standard**

Please contact Ringa Hora Services Workforce Development Council  
[qualifications@ringahora.nz](mailto:qualifications@ringahora.nz) if you wish to suggest changes to the content of this unit standard.