Title	Describe baggage authorisation procedures		
Level	3	Credits	3

Purpose	People credited with this unit standard are able to describe: the purpose of the baggage authorisation system; the function and operation of a baggage reconciliation system (BRS); the main procedural aspects of the baggage authorisation system; and procedures for offloading baggage.

Classification	Aviation > Ramp Operations

Available grade	Achieved

Guidance Information

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; airworthiness authority requirements.

Outcomes and performance criteria

Outcome 1

Describe the purpose of the baggage authorisation system.

Performance criteria

1.1   The purpose of the baggage authorisation system is described.

          Range   description must include but is not limited to – applications and
                      regulatory control.

Outcome 2

Describe the function and operation of a BRS.

Performance criteria

2.1   A BRS's function and operation is described.

          Range   description may include but is not limited to – airline Departure
                      Control System (DCS), scanning, tag number, container suitability,
                      authorisation, problem resolution, flight manifest.

2.2 The operation of a hand-held baggage scanner is described.

Outcome 3

Describe the main procedural aspects of the baggage authorisation system.

Performance criteria

3.1 Procedural aspects of baggage authorisation are described.

Range description must include but is not limited to – passenger checked baggage, procedures for gate checked baggage, crew bags, rush bags, transfer bags, company mail.

3.2 Manual reconciliation of baggage is described.

Range may include but is not limited to – bingo cards, flight baggage cards, baggage tag, barcode tag.

Outcome 4

Describe procedures for offloading baggage.

Performance criteria

4.1 Offloading of baggage is described.

Range may include but is not limited to – locate, remove, reunite.

Planned review date	31 December 2027

Status information and last date for assessment for superseded versions

Process	**Version**	**Date**	**Last Date for Assessment**
Registration	1	16 October 2009	1 December 2013
Revision	2	17 May 2012	31 December 2018
Review	3	16 March 2017	31 December 2024
Review	4	27 October 2022	N/A

Consent and Moderation Requirements (CMR) reference	0125

This CMR can be accessed at http://www.nzqa.govt.nz/framework/search/index.do.

Comments on this unit standard

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