Title	Coordinate, monitor and finalise aircraft loading		
Level	4	Credits	8

Purpose	People credited with this unit standard are able to: prepare for aircraft loading; coordinate and monitor aircraft loading; and finalise loading of an aircraft.

Classification	Aviation > Ramp Operations

Available grade	Achieved

Prerequisites	Unit 25961, *Load and unload a bulk loaded aircraft*; or Unit 25960, *Load and unload a containerised aircraft*; or demonstrate equivalent knowledge and skills.

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

Prepare for aircraft loading.

Range   may include but is not limited to – wide body aircraft, narrow body aircraft, turboprop aircraft.

Performance criteria

1.1   Loading documentation is obtained and checked prior to loading.

          Range   may include but is not limited to – departure date, version number, aircraft registration, aircraft destination, flight number, load controller name, special instructions, dangerous goods, transit or special loads.

1.2   Loading equipment is checked for load size and load types at the gate to ensure sufficient loading of aircraft type.

1.3   Aircraft gate is checked and any security or safety hazards identified are handled.

        Range   may include but is not limited to – foreign object debris (FOD), other personnel and equipment.

Outcome 2

Coordinate and monitor aircraft loading.

Performance criteria

2.1   Aircraft weight and balance factors are confirmed prior to and during aircraft loading in accordance with aircraft type.

2.2   Three-way check is done on all loads.

        Range   must include – right load, right position, right aircraft.

2.3   Communication is maintained with other loading personnel.

2.4   Work area is constantly monitored for security risks and safety hazards.

        Range   may include but is not limited to – equipment, personnel, passengers, weather, FOD.

Outcome 3

Finalise loading of an aircraft.

Performance criteria

3.1   Final clearances are obtained once flight closed for passenger acceptance.

        Range   may include but is not limited to – baggage room, gate, airline representative.

3.2   All load restraints are checked to ensure that these are set in accordance with aircraft type.

        Range   may include but is not limited to – locks, stops, sill latches, special loads, animals, cargo nets, no fits.

3.3   Aircraft hold doors are closed in accordance with aircraft type.

3.4   All load documentation is completed and confirmed with load control.

        Range   must include – baggage volumes verified, changes notated, read back completed, copies provided to relevant personnel.

3.5   Load documentation is filed.

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	31 December 2018
Review	2	16 March 2017	31 December 2024
Review	3	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.