

Task List for Personnel Responsible for Preparing Dangerous Goods Consignments

Function: Personnel responsible for preparing dangerous goods consignments (IATA: 7.1 / Function Code: A)			Preparing dangerous goods shipment
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	★
	0.3.2	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	★
1	Classifying dangerous goods		★★
	1.1	Evaluate a substance or an article against the classification criteria	★★
	1.1.1	Determine if it is dangerous goods	★★
	1.1.2	Determine if it is forbidden under any circumstances	★★

1.2	Determine dangerous goods description		★★
	1.2.1	Determine class or division	★★
	1.2.2	Determine packing group	★★
	1.2.3	Determine proper shipping name and UN number	★★
	1.2.4	Determine if it is forbidden unless approval or exemption is granted	★★
1.3	Review special provisions		★★
	1.3.1	Assess if special provision(s) is applicable	★★
	1.3.2	Apply special provision(s)	★★
2	Preparing dangerous goods shipment		★★★★
2.1	Assess packing options including quantity limitations		★★★★
	2.1.1	Consider limitations (de minimis quantities, excepted quantities, limited quantities, passenger aircraft, cargo aircraft only, special provisions, dangerous goods in the mail)	★★★★
	2.1.2	Consider State and operator variations	★★★★
	2.1.3	Determine if all-packed-in-one can be used	★★★★
	2.1.4	Select how dangerous goods will be shipped based on limitations and variations	★★★★
2.2	Apply packing requirements		★★★★
	2.2.1	Consider constraints of packing instructions	★★★★
	2.2.2	Identify and follow the instructions provided by the packaging manufacturer when UN specification packaging is used	★★★★
	2.2.3	Select appropriate packaging materials (absorbent, cushioning, etc.)	★★★★
	2.2.4	Assemble package	★★★★
2.3	Apply marks and labels		★★★★
	2.3.1	Determine applicable marks	★★★★
	2.3.2	Apply marks	★★★★
	2.3.3	Determine applicable labels	★★★★
	2.3.4	Apply labels	★★★★
2.4	Assess use of overpack		★★★★
	2.4.1	Determine if overpack can be used	★★★★
	2.4.2	Apply marks if necessary	★★★★
	2.4.3	Apply labels if necessary	★★★★
2.5	Prepare documentation		★★★★
	2.5.1	Complete the Shipper's Declaration	★★★★
	2.5.2	Complete other transport documents (e.g. air waybill)	★★★★

	2.5.3	Include other required documentation (approvals/exemptions, etc.)	★★★
	2.5.4	Retain copies of documents	★★★

Levels of Proficiency: ★ **Introductory:** covers general knowledge or understanding of basic concepts and techniques.

★★ **Basic:** delivers competency that is sufficient for an individual to carry out simple work activities, most of it routine and predictable. Guidance or assistance from an expert may be required from time to time.

★★★ **Intermediate:** comprises of complex or critical activities, in a non-routine context, which enables a person to work autonomously and solve problems without special assistance.