

## Task List for Personnel Responsible for Processing or Accepting Dangerous Goods Consignments

Function: Personnel responsible for processing or accepting dangerous goods consignments (IATA: 7.3 / Function Code: C + F)			Processing/accepting cargo
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	★
3	Processing/accepting cargo		★★★
	3.1	Review documentation	★★★
	3.1.1	Verify Shipper's Declaration	★★★
	3.1.2	Verify other transport documents (e.g. air waybill)	★★★

	3.1.3	Verify other documents (exemptions, approvals, etc.)	★★★
	3.1.4	Verify State/operator variations	★★★
3.2	Review package(s)		★★★
	3.2.1	Verify marks	★★★
	3.2.2	Verify labels	★★★
	3.2.3	Verify packaging type	★★★
	3.2.4	Verify package conditions	★★★
	3.2.5	Verify State/operator variations	★★★
3.3	Complete acceptance procedures		★★★
	3.3.1	Complete acceptance checklist	★★★
	3.3.2	Provide shipment information for load planning	★★★
	3.3.3	Retain documents as required	★★★
7	Collecting safety data (only required for dangerous goods acceptance staff of operators and their ground handling agents; for air cargo forwarding agents recommended)		★★
	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	★★

**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.