

**Specification of Competency Standards**  
**for the Logistics Industry**  
**Unit of Competency**

Functional Area - Cargo Transport and Handling

Title	Coordinate air cargo loading/unloading
Code	LOAFCT403B
Range	This unit of competency is applicable to airlines, ramp service or air cargo terminals. Practitioners should be capable to liaise with relevant departments and companies to coordinate air cargo loading/unloading according to cargo type, aircraft type and other actual conditions.
Level	4
Credit	6 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Knowledge of air cargo loading / unloading</p> <ul style="list-style-type: none"> <li>• Understand the role and responsibilities of the enterprise during the cargo loading/unloading or handling process</li> <li>• Understand the coordination of the means of transport, loading device, aircraft unit loading device, pallet and auxiliary tools in the cargo loading/unloading process</li> <li>• Understand the effect of weather or working environment on cargo loading/unloading</li> <li>• Understand the necessary documentation process and procedures</li> <li>• Understand the cargo loading procedures</li> <li>• Understand the working environment and safety measures</li> <li>• Understand resources allocation method</li> <li>• Understand requirements on air cargo packaging, label and marking</li> <li>• Understand unit load device and pallet types and their limitations</li> <li>• Understand the loading manpower, time, quality of facilities and the calculation of costs, etc.</li> </ul> <p>2. Coordinate air cargo loading</p> <ul style="list-style-type: none"> <li>• Arrange or deploy the loading/unloading equipment, transport equipment and cargo concerned to designated place</li> <li>• Assess and arrange sufficient and suitable loading/unloading equipment or manpower to load/unload the cargo and compile the working procedures and flow chart</li> <li>• For prolonged work, prepare long-term manpower allocation, work schedule and sufficient loading/unloading equipment</li> <li>• Monitor the loading/unloading progress</li> <li>• Allocate resources for emergency needs</li> <li>• Notify relevant organisations if the cargo loading cannot be finished on time</li> <li>• Verify the cargo list, and check the documents and the cargo appearance to confirm that they are the cargoes for loading/unloading</li> <li>• Complete the necessary forms or checklist to record the loading/unloading activities</li> </ul>
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> <li>• Capable to coordinate systematically the resources and manpower required as well as relevant working procedures, and to complete the air cargo loading/unloading work safely and effectively; and</li> <li>• Capable to compile loading/unloading flow chart and procedure list for personnel concerned to follow</li> </ul>
Remark	