

Appendix A Task Lists for the Well-Defined Functions

IATA DGR		7.1	7.2	7.3	7.4	7.5	7.6	7.8
0 Understanding the basics of dangerous goods								
	Recognizing dangerous goods applicability	★	★	★	★	★	★	★
0.1	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 hazard and risk	★	★	★	★	★	★	★
0.2	Understanding the general limitations	★	★	★	★	★	★	★
	0.2.1 Develop a sense of forbidden dangerous goods	★	★	★	★	★	★	★
	0.2.2 Recognize potential hidden dangerous goods	★	★	★	★	★	★	★
0.3	0.2.3 Familiarise with passenger provisions	★	★	★	★	★	★	★
	Identifying roles and responsibilities	★	★	★	★	★	★	★
	0.3.1 Clarify the individual and collective role of the supply chain stakeholders	★	★	★	★	★	★	★
	0.3.2 Understand the passenger's responsibilities	★	★	★	★	★	★	★
0.4	0.3.3 Recognise the impact of State & operator variations	★	★	★	★	★	★	★
	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	★	★	★	★	★	★	★
0.5	0.4.3 Consider multiple hazards	★	★	★	★	★	★	★
	Understanding hazard communication	★	★	★	★	★	★	★
	0.5.1 Recognise the basic marking requirements	★	★	★	★	★	★	★
	0.5.2 Recognise the basic labelling requirements	★	★	★	★	★	★	★
0.6	0.5.3 Identify the required documentation	★	★	★	★	★	★	★
	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	★★						
	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	★★						
	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	★★★						
2.2	2.1.4 Select how dangerous goods will be shipped based on limitations and variations	★★★						
	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	★★★						
2.3	2.2.3 Select appropriate packaging materials (absorbent, cushioning, etc.)	★★★						
	2.2.4 Assemble package	★★★						
	Apply marks and labels	★★★						
	2.3.1 Determine applicable marks	★★★						
2.4	2.3.2 Apply marks	★★★						
	2.3.3 Determine applicable labels	★★★						
	2.3.4 Apply labels	★★★						
	Assess use of overpack	★★★						
2.5	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	★★★						
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.)			★★★				
3.2	3.1.4 Verify State/operator variations			★★★				
	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				***			
3.4	Process/accept cargo other than dangerous goods				***			
3.4.1	Check documentation for indications of hidden/undeclared dangerous goods				***			
3.4.2	Check packages for indications of hidden/undeclared dangerous goods				***			
4 Managing cargo pre-loading								
4.1	Plan loading				***		***	
4.1.1	Determine stowage requirements				***		***	
4.1.2	Determine segregation, separation, compartment limitations				***		***	
4.2	Prepare load for aircraft				***			
4.2.1	Check packages for indications of hidden/undeclared dangerous goods				***			
4.2.2	Check for damage and/or leakage				***			
4.2.3	Apply stowage requirements (i.e. segregation, separation, orientation, securing and protecting from damage)				***			
4.2.4	Apply ULD tags when applicable				***			
4.2.5	Transport cargo to aircraft				***			
4.3	Issue NOTOC						***	
4.3.1	Enter required information						***	
4.3.2	Verify conformance with load plan						***	
4.3.3	Transmit to loading personnel						***	
5 Accepting passenger and crew baggage								
5.1	Process baggage						***	
5.1.1	Identify forbidden dangerous goods						***	
5.1.2	Apply approval requirements						***	
5.2	Accept baggage						***	
5.2.1	Apply operator requirements						***	
5.2.2	Verify passenger baggage requirements						***	
5.2.3	Advise pilot-in-command, when applicable						***	
6 Transporting cargo/baggage								
6.1	Load aircraft				***			
6.1.1	Transport cargo/baggage to aircraft				***			
6.1.2	Check packages for indications of hidden/undeclared dangerous goods				***			
6.1.3	Check for damage and/or leakage				***			
6.1.4	Apply stowage requirements (i.e. segregation, separation, orientation, securing and protecting from damage)				***			
6.1.5	Verify aircraft load against NOTOC				***			
6.1.6	Provide NOTOC information to pilot-in-command and flight operations officer/flight dispatcher				(***)		(***)	
6.2	Manage dangerous goods pre and during flight							***
6.2.1	Address dangerous goods not permitted in baggage							***
6.2.2	Interpret NOTOC							***
6.2.3	Apply procedures in the event of an emergency							***
6.2.4	Inform flight operations officer/flight dispatcher/air traffic control in the event of an emergency							***
6.2.5	Inform emergency services of the dangerous goods on the NOTOC in the event of an emergency							***
6.3	Unload aircraft				***			
6.3.1	Apply specific unloading considerations				***			
6.3.2	Check packages for indications of hidden/undeclared dangerous goods				***			
6.3.3	Check for damage and/or leakage				***			
6.3.4	Transport cargo/baggage to facility/terminal				***			
7 Collecting safety data								
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		**	**	**	**	**	**