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							
0.1 Recognizing 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 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	★	★	★	★	★	★	★
0.2.3 Familiarise with passenger provisions	★	★	★	★	★	★	★
0.3 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	(★)	(★)	(★)	(★)	★	★	★
0.3.3 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 Recognise 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	★★★						

ID	Task	1	2	3	4	5	6	7
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			★★★				
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		★★	★★	★★	★★	★★	

(★) not covered in the IATA task list, but included in NCA Japan's training courses