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
Ung	Inderstanding the basics of dangerous goods							
	Recognizing dangerous goods applicability	*	*	*	*	*	*	*
	0.1.1 Understand the definition	*	*	*	*	*	*	*
0.1	.1 0.1.2 Recognize the legal framework (global, national)	*	*	*	*	*	*	*
	0.1.3 Identify the application and scope	*	*	*	*	*	*	*
	0.1.4 Differentiate hazard and risk	*	*	*	*	*	*	*
	Understanding the general limitations	*	*	*	*	*	*	*
	0.2.1 Develop a sense of forbidden dangerous goods	*	*	*	*	*	*	*
0.2	0.2.2 Recognize potential hidden dangerous goods	*	*	*	*	*	*	*
	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	0.3.2 Understand the passenger's responsibilities	(*)	(★)	(★)	(★)	*	*	*
	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	.4 0.4.2 Understand general principles of Packing Groups	*	*	*	*	(★)	*	*
	0.4.3 Consider multiple hazards	*	*	*	*	(★)	*	*
	Understanding hazard communication	*	*	*	*	*	*	*
	0.5.1 Recognise the basic marking requirements	*	*	*	*	*	*	*
0.5	.5 0.5.2 Recognise the basic labelling requirements	*	*	*	*	*	*	*
	0.5.3 Identify the required documentation	*	*	*	(*)	*	*	*
	Familiarising with basic emergency response	*	*	*	*	*	*	*
0.6	.6 0.6.1 Create awareness about general emergency procedures	*	*	*	*	*	*	*
	0.6.2 Understand the employer's emergency response requirements	*	*	*	*	*	*	*
Cla	lassifying dangerous goods	~						^
0.0	Evaluate a substance or an article against the classification criteria	**	l	1	1		T T	1
1 1	1 1.1.1 Determine if it is dangerous goods	**						
1.1	1.1.2 Determine if it is forbidden under any circumstances	**						
	Determine dangerous goods description	**						
	1.2.1 Determine class or division	**		<b>†</b>	1			
1 2	1.2.1 Determine class of division  2 1.2.2 Determine packing group	**						
1.2				<b>†</b>	1			
	Determine proper shipping name and UN number     Determine if it is forbidden unless approval or exemption is granted	**		<b>†</b>	1			
	Review special provisions	**						
1 2	3 1.3.1 Assess if special provision(s) is applicable	**		<b>†</b>	1			
1.3								
Dro	1.3.2 Apply special provision(s) reparing dangerous goods shipment	**						
PIE	Assess packing options including quantity limitations		1				T	1
	Consider limitations (de minimis quantities, excepted quantities, limited quantities,	***					-	
	2.1.1 passenger aircraft, cargo aircraft only, special provisions, dangerous goods in the mail)	***						
2.1	.1 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	***						
	Apply packing requirements	***	l	İ	İ	İ		İ
	2.2.1 Consider constraints of packing instructions	***					1	1
2 2	Identify and follow the instructions provided by the packaging manufacturer when HN	***						
2.2	.2 2.2.2 Identify and follow the instructions provided by the packaging manufacturer when UN specification packaging is used							
2.2	.2 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	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	*** *** ***						
2.2	.2 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 Apply marks and labels	*** ***						
	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 Apply marks and labels 2.3.1 Determine applicable marks	*** *** ***						
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	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  Apply marks and labels  2.3.1 Determine applicable marks  3.3 Qaja Apply marks  2.3.2 Apply marks  2.3.3 Determine applicable labels	***  ***  ***  ***  ***  ***						
2.3	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  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 Assess use of overpack 2.4.1 Determine if overpack can be used	***  ***  ***  ***  ***  ***  ***						
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Proc	cessing/	accepting cargo							
	Review	w documentation			***				
	3.1.1	Verify Shipper's Declaration			***				
3.1	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			***				
	Review	w package(s)			***				
	3.2.1	Verify marks			***				
	3.2.2	Verify labels			***				
3.2	3.2.3	Verify packaging type			***				
	-	Verify package conditions			***				
	3.2.5	Verify State/operator variations			***				
	-	lete acceptance procedures			***				
	_				***				
3.3	3.3.1	Complete acceptance checklist							
	3.3.2	Provide shipment information for load planning			***			-	
	_	Retain documents			***				
	-	ss/accept cargo other than dangerous goods		***					
3.4	3.4.1	Check documentation for indications of hidden/undeclared dangerous goods		***					
	3.4.2	Check packages for indications of hidden/undeclared dangerous goods		***					
Man	naging c	cargo pre-loading							
	Plan lo	pading				***		***	
4.1	4.1.1	Determine stowage requirements				***		***	
	4.1.2	Determine segregation, separation, compartment limitations	_			***		***	
	Prepar	re load for aircraft				***			
	4.2.1	Check packages for indications of hidden/undeclared dangerous goods				***			1
	4.2.2	Check for damage and/or leakage				***		<u> </u>	
4.2		Apply stowage requirements (i.e. segregation, separation, orientation, securing and protecting						<b> </b>	
	4.2.3	from damage)				***			
	4.2.4	Apply ULD tags when applicable				***			
	4.2.5	Transport cargo to aircraft				***			
	Issue	NOTOC						***	
	4.3.1	Enter required information						***	
4.3	4.3.2	Verify conformance with load plan						***	
	-	Transmit to loading personnel						***	
	7.3.3								
Acce	enting r							~~~	
Acce		passenger and crew baggage					444		
	Proces	passenger and crew baggage ss baggage					***		
	Proces 5.1.1	passenger and crew baggage as baggage Identify forbidden dangerous goods					***		
	5.1.1 5.1.2	passenger and crew baggage ss baggage Identify forbidden dangerous goods Apply approval requirements							
	5.1.1 5.1.2 Accept	passenger and crew baggage ss baggage Identify forbidden dangerous goods Apply approval requirements t baggage					*** *** ***		
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	5.1.1 5.1.2 Accept	passenger and crew baggage ss baggage Identify forbidden dangerous goods Apply approval requirements t baggage					*** *** ***		
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5.1	5.1.1 5.1.2 Accept 5.2.1 5.2.2 5.2.3	Jassenger and crew baggage ss baggage  Identify forbidden dangerous goods  Apply approval requirements t baggage  Apply operator requirements  Verify passenger baggage requirements					*** *** *** ***		
5.1	5.1.1 5.1.2 Accept 5.2.1 5.2.2 5.2.3	Identify forbidden dangerous goods Apply approval requirements t baggage Apply operator requirements Verify passenger baggage requirements Advise pilot-in-command, when applicable				***	*** *** *** ***		
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 $(\star)$  not covered in the IATA task list, but included in NCA Japan's training courses