

Task Lists for the Well-Defined Functions

IATA DGR		7.1	7.2	7.3	7.4	7.5	7.6	7.7	7.8	7.9	7.10
<b>0 Understanding the basics of dangerous goods</b>											
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	*	*	*	*	*	*	*	*	*
Understanding the general limitations											
0.2	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	*	*	*	*	*	*	*	*	*
Identifying roles and responsibilities											
0.3	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	*	*	*	*	*	*	*	*	*
Understanding the importance of classification & packaging											
0.4	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	*	*	*	*	(*)	*	*	*	(*)
Understanding hazard communication											
0.5	0.5.1	Recognise the basic marking requirements	*	*	*	*	*	*	*	*	*
	0.5.2	Recognise the basic labelling requirements	*	*	*	*	*	*	*	*	*
	0.5.3	Identify the required documentation	*	*	*	(*)	*	*	*	*	*
Familiarising with basic emergency response											
0.6	0.6.1	Create awareness about general emergency procedures	*	*	*	*	*	*	*	*	*
	0.6.2	Understand the employer's emergency response requirements	*	*	*	*	*	*	*	*	*
<b>1 Classifying dangerous goods</b>											
Evaluate a substance or an article against the classification criteria											
1.1	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	1.2.1	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	1.3.1	Assess if special provision(s) is applicable	**								
	1.3.2	Apply special provision(s)	**								
<b>2 Preparing dangerous goods shipment</b>											
Assess packing options including quantity limitations											
2.1	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	***								
Apply packing requirements											
2.2	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	***								
Apply marks and labels											
2.3	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	2.4.1	Determine if overpack can be used	***								
	2.4.2	Apply marks if necessary	***								
	2.4.3	Apply labels if necessary	***								
Prepare documentation											
2.5	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										
		Review documentation								
3.1	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			***					
		Review package(s)								
3.2	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			***					
		Complete acceptance procedures								
3.3	3.3.1	Complete acceptance checklist			***					
	3.3.2	Provide shipment information for load planning			***					
	3.3.3	Retain documents			***					
		Process/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		***						***
4 Managing cargo pre-loading										
		Plan loading								
4.1	4.1.1	Determine stowage requirements			***		***			
	4.1.2	Determine segregation, separation, compartment limitations			***		***			
		Prepare load for aircraft								
4.2	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			***					
		Issue NOTOC								
4.3	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										
		Process baggage								
5.1	5.1.1	Identify forbidden dangerous goods					***			***
	5.1.2	Apply approval requirements					***			***
		Accept baggage								
5.2	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										
		Load aircraft								
6.1	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			***		***			
		Manage dangerous goods pre and during flight								
6.2	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					***	***	(***)	
		Unload aircraft								
6.3	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 included in the IATA task list, but covered in NCA Japan's training courses