

BAGGAGE HANDLER Skills

यरपोर्ट पर यात्रियों के सामान, कोरियर इत्यादि को सुरक्षित चढवाने उतरवाने संबन्धित कौशल बढती बाजार की मांग के अनुरूप है।

Course Name	BAGGAGE HANDLER Skills	Course Code	AAS/Q0104
<p>After completing this programme, participants will be able to;</p> <ul style="list-style-type: none"> • Prepare baggage, cargo and mail to be transported to an aircraft. • Receive loads from an aircraft. • Interpret baggage tags and labelling information and use appropriate equipment. • Identify and use basic tools, equipment & materials; Understanding of carrying out tool box, machinery equipment for its operation. • Achieve basic communication skills and good inter- personal skills. 			

CURRICULUM / SYLLABUS

Part-A (Domain Skills)

S. No.	Module	Duration (In Hours)
1.	<p>Follow safety and security Procedures-</p> <ul style="list-style-type: none"> • Candidates will be able to comprehend the organisation's safety and security policies and procedures. • comprehend the regulatory guidelines on safe conduct of operations and maintenance of conditions to thwart any acts of unlawful interference. • report any identified breaches of safety, and security policies and procedures to the designated person • coordinate with other resources at the workplace (within and outside the organisation) to achieve safe and secure environment • identify and mitigate any safety and security hazards like illness, accidents, fires or acts of unlawful interference if it falls within the limits of individual's authority • identify and recommend opportunities for improving health, safety, and security to the designated person • ensure completion of all health and safety records are updates and procedures well defined 	40:00
2.	<p>Unloading of aircraft load- Candidates will be able to;</p> <ul style="list-style-type: none"> • understand the signs which indicate that it is safe to approach the aircraft • identify the personal protective equipment (PPE) required to perform the function • ensure that the equipment or personnel approach the aircraft from the right direction and as per the operational guidelines set forth by the organisation or regulators • ensure that the equipment is parked at the designated location to perform its function • ensure that the equipment is secured and no movement of equipment can take place which can damage the aircraft • ensure that the unloading sequence is in line with the offloading instructions from the loading supervisor and as per organisation policies. • ensure that the person is physically fit to enter into confined space and move or lift cargo in a sitting or kneeling position, if the space is not enough for the personnel to stand. • ensure that during the process of moving the cargo in the cargo compartment there is no damage to the cargo or the aircraft. • escalate to the appropriate personnel if any cargo is found damaged or in case of any issue observed which can impact the security or safety of aircraft. 	45:00
3.	<p>Loading an aircraft load- Candidates will be able to;</p> <ul style="list-style-type: none"> • understand the signs which indicate that it is safe to approach the aircraft • ensure that the equipment or personnel are approaching the aircraft from the right direction and as per the operational guidelines set forth by the organisation or regulators 	50:00



S. No.	Module	Duration (In Hours)
	<ul style="list-style-type: none"> • identify the personal protective equipment (PPE) required to perform the function • ensure that the equipment is parked at the designated location to perform its function • ensure that the equipment is secured and no movement of equipment can take place which can damage the aircraft • ensure that the equipment is in a safe configuration and shall not restrict or damage the cargo door in the process of its opening • ensure that the load can be transferred from the equipment into the aircraft cargo compartment without any damage to cargo, equipment or aircraft. • ensure that the loading sequence is in line with the instructions from the loading supervisor and organisation policies. • ensure that the person is physically fit to enter into confined space and move or lift cargo in a sitting or kneeling position, if the space is not enough for the personnel to stand. • ensure that during the process of moving the cargo in the cargo compartment there is no damage to the cargo or the aircraft. • ensure that the cargo is secured in accordance to organisational 	
4.	<p>Work Effectively in a Team- Candidates will be able to;</p> <ul style="list-style-type: none"> • display courteous and helpful behaviour at all times. • take opportunities to enhance the level of assistance offered to colleagues. • meet all reasonable requests for assistance within acceptable workplace timeframes. • complete allocated tasks as required. • seek assistance when difficulties arise. • use questioning techniques to clarify instructions or responsibilities. • identify and display a non- discriminatory attitude in all contacts with customers and other staff members. • observe appropriate dress code and presentation as required by the workplace, job role and level of customer contact. • ask questions to seek and clarify workplace information. • plan and organise daily work routine within the scope of the job role • prioritise and complete tasks according to required timeframes • identify work and personal priorities and achieve a balance between competing priorities 	27:00
5.	<p>Operate a vehicle airside- Candidates will be able to</p> <ul style="list-style-type: none"> • make sure that airside driving authorization/license is appropriate and valid to the vehicle • confirm that the vehicle is lit and marked according to airside driving requirements • complete documents relating to using the vehicle in line with the organisation procedures • manoeuvre the vehicle in a controlled manner in all conditions • park the vehicle safely in appropriate areas in line with organisation procedures • follow airside signage/markings • give priority to moving aircraft at all times • maintain a safe distance between the vehicle and aircraft at all times as defined by regulatory guidelines • make sure that all doors and shutters (where relevant) are closed while driving the vehicle • reverse the vehicle according to organisational and regulatory guidelines • be constantly vigilant when driving • wear appropriate Personal Protective Equipment (PPE) while driving • secure vehicle loads in line with the organisation procedures • provide unhindered access for emergency services at all times • report all airside incidents, accidents and emergencies in line with organisation procedures and regulatory guidelines • respond to airside incidents, accidents and emergencies in line with organisation procedures and regulatory guidelines 	40:00
	SUB TOTAL	202



Skilling Youth
Enriching Livelihoods

Mukhyamantri Yuva Kaushal Yojna (MMYK)



Part-B (Soft Skills)

S. No.	Topics	Duration (In Hours)
1.	Development Competency/ Proficiency in English/Vernacular	10:00
2.	Effective Communication	10:00
3.	Self & time Management	10:00
4.	Motivational Techniques	05:00
5.	Interpersonal Skill Development	05:00
6.	Computer Literacy	20:00
7.	Life Skills	05:00
8.	Entrepreneurship	15:00
9.	Occupational Safety, Health and Environment Education	10:00
Sub Total		90:00

Total Course Duration : 292:00 Hours