

CARGO ASSISTANT Skills

एयरपोर्ट पर सामान, कोरियर, कार्गो संचालन सम्बन्धी कार्य का कौशल बाजार की मांग के अनुरूप है।

Course Name	CARGO ASSISTANT	Course Code	AAS/Q0103
<p><u>After completing this programme, participants will be able to;</u></p> <ul style="list-style-type: none"> • Ensure smooth handling of cargo throughout Cargo/Ramp Operations by performing multi-skilled role. • Utilise the resources provided effectively. • Perform Air cargo handling including but not limited to, documentation, customer service, acceptance, delivery, breakdown, build up, equipment operation and transport. • Identify and use basic tools, equipment & materials; Understanding of carrying out tool box, machinery equipment for its operation. 			

CURRICULUM / SYLLABUS

Part-A (Domain Skills)

S. No.	Module	Duration (In Hours)
1.	<p>Follow safety and security Procedures- Candidates will be able to;</p> <ul style="list-style-type: none"> • 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 	45:00
2.	<p>Accept and prepare cargo and mail for air transport under the supervision of the supervisor- Candidates will be able to;</p> <ul style="list-style-type: none"> • receive cargo or mail documents from the shipper and verify the air waybill number and the booking of cargo or mail. • verify that the required documents pertaining to the cargo or mail shipment is in line with organisational and regulatory requirements. • perform visual inspection of the cargo or mail to identify any existing damage to the cargo or mail and make records of the same. • perform weight check of the cargo to confirm that the weight and dimensions of the cargo are in line with the information on the Air Waybill Number / booking. • process the cargo and mail for security check as per regulatory guidelines • oversee the stacking of the cargo and record the location of the cargo in the storage area for future retrieval. • visually check the cargo transport container and or pallets to ascertain any existing damages to the containers. • verify the cargo air waybill details and number of shipments to confirm if the same matches as per the list of planned cargo for the specific flight. • dispatch the built up cargo along with all the documents to the aircraft or loading areas for loading onto the aircraft update the cargo system with all relevant information as 	52:00



	required	
3.	<p>Delivery of incoming cargo and mail- Candidates will be able to;</p> <ul style="list-style-type: none">gather relevant information about incoming cargo with regards to volume and type of cargo and notify appropriate authorities as per applicable proceduresdeploy adequate equipment to handle the volume and type of incoming cargo at the cargo warehousetransport the incoming cargo using proper equipment to the cargo processing base/warehouseDelivery of cargo and mailbreakdown the cargo from its built up configuration and segregate the cargo based on air waybill numbers.verify the cargo air waybill numbers and the number of consignments against the incoming cargo documents received along with the cargo.visually check the condition of the cargo to ascertain any damage/ discrepancy with the cargo that might have occurred during transportation and record the same.accept the delivery order charges/proof of payment of delivery order charges by the recipient or a verified representative of the recipient of the shipment.retrieve the cargo shipment from its storage area and deliver the same to the recipient of the shipment or its verified representative.update the cargo system with the delivery of the shipment and store the confirmation of delivery documents along with cargo documents for record purposes as per organisational policies	40:00
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.follow personal hygiene procedures according to organisational policy and relevant legislation.ask questions to seek and clarify workplace information.plan and organise daily work routine within the scope of the job roleprioritise and complete tasks according to required timeframesidentify work and personal priorities and achieve a balance betweencompeting priorities	25:00
5.	<p>Operating 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 vehicleconfirm that the vehicle is lit and marked according to airside driving requirementscomplete documents relating to using the vehicle in line with the organisation proceduresmanoeuvre the vehicle in a controlled manner in all conditionspark the vehicle safely in appropriate areas in line with organisation proceduresfollow airside signage/markingsgive priority to moving aircraft at all timesmaintain a safe distance between the vehicle and aircraft at all times as defined by regulatory guidelinesmake sure that all doors and shutters (where relevant) are closed while driving the vehiclereverse the vehicle according to organisational and regulatory guidelinesbe constantly vigilant when drivingwear appropriate Personal Protective Equipment (PPE) while drivingsecure vehicle loads in line with the organisation procedures	40:00



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	<ul style="list-style-type: none">• carry an airside driving license in line with the organisation procedures and regulatory guidelines• take appropriate remedial action when foreign object debris (FOD) or spillage is seen on the airfield/apron• report dangerous or unsafe practices to appropriate authority• get rid of all waste products in line with the organisation procedures and regulatory guidelines• 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	
	SUB TOTAL	202

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