

**SKILLS FRAMEWORK FOR AIR TRANSPORT
TECHNICAL SKILLS & COMPETENCIES (TSC) REFERENCE DOCUMENT**

TSC Category	Cargo Operations					
TSC	Cargo Receipt and Inspection					
TSC Description	Process the receipt of cargo in accordance with established guidelines and Standard Operating Procedures (SOPs)					
TSC Proficiency Description	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6
	ATP-CAO-1003-1.1	ATP-CAO-2003-1.1	ATP-CAO-3003-1.1	ATP-CAO-4003-1.1		
	Carry out verification checks on cargo to ensure cargo is fit for shipments or delivery	Monitor the receipt of cargo to ensure accurate documentation and compliance with safety regulations	Oversee the receipt of cargo to ascertain all processes adhere to Standard Operating Procedures (SOPs)	Review Standard Operating Procedures (SOPs) for cargo receipt to sustain efficient receipt and inspection operations		
Knowledge	<ul style="list-style-type: none"> Common types of cargo transported by air mode Types and interpretation of cargo labelling Cargo security check processes Standard Operating Procedures (SOPs) for cargo receipt and inspection Cargo packaging conditions such as stability, overhead and dimensions Local and international guidelines such as International Air Transport Association (IATA) Dangerous Goods Regulations (DGR) and Temperature Controls Regulations (TCR) 	<ul style="list-style-type: none"> Importance of pre-loading, post-loading and post-charging documentation Cargo security check processes Standard Operating Procedures (SOPs) for cargo receipt and inspection Cargo packaging conditions such as stability, overhead and dimensions Safety hazards and risks related to different types of cargo Local and international guidelines such as International Air Transport Association (IATA) Dangerous Goods Regulations (DGR) and Temperature Controls Regulations (TCR) 	<ul style="list-style-type: none"> Pre-loading, post-loading and post-charging documentation procedures and standards Standard Operating Procedures (SOPs) for cargo receipt and inspection Types of cargo security threats Local and international guidelines such as International Air Transport Association (IATA) Dangerous Goods Regulations (DGR) and International Civil Aviation Organisation (ICAO) Manual on the Regulation of International Air Transport 	<ul style="list-style-type: none"> Customs procedures and documentation requirements Standard Operating Procedures (SOPs) for cargo receipt and inspection Montreal Convention for air carriage Local and international guidelines such as International Air Transport Association (IATA) Dangerous Goods Regulations (DGR) and International Civil Aviation Organisation (ICAO) Manual on the Regulation of International Air Transport 		

**SKILLS FRAMEWORK FOR AIR TRANSPORT
TECHNICAL SKILLS & COMPETENCIES (TSC) REFERENCE DOCUMENT**

<p>Abilities</p>	<ul style="list-style-type: none"> • Carry out data transfer and data entry for required documentation • Conduct checks to ensure cargo documentation is accurate and complete • Inspect the conditions of cargo packaging and dimensions to verify airworthiness and ensure cargo is fit for shipments • Verify cargo labelling according to types, dimensions and/or special requirements • Confirm total cargo weight against master Air Waybills (AWB) to ensure accuracy • Coordinate security screening and identify undeclared dangerous goods 	<ul style="list-style-type: none"> • Verify documentation to ensure accuracy and compliance with IATA and regulatory requirements • Perform checks to ensure accurate cargo labelling • Conduct verification checks against physical cargo and documentation or data received • Examine discrepancies in cargo weight and security issues • Escalate security threats and undeclared dangerous goods to relevant authorities 	<ul style="list-style-type: none"> • Evaluate the adherence of cargo receipt and inspection processes to SOPs and safety requirements • Assign manpower requirements or resources to meet service standards of airlines and regulator set Service Level Agreements (SLAs) • Highlight discrepancies to airline customers or regulator • Disseminate knowledge materials from airline customers to relevant stakeholders according to IATA standards • Collaborate with relevant authorities to investigate cargo security threats 	<ul style="list-style-type: none"> • Propose recommendations to enhance cargo receipt and inspection processes • Manage the impact of changing IATA standards on cargo documentation • Evaluate the efficiency of cargo receipt and inspection processes through data analysis from point of receipt to delivery of cargo • Review documentation processes and recommend enhancements by referencing international guidelines and standards 		
-------------------------	---	---	--	---	--	--