



AIR TRANSPORT INTERNATIONAL, INC.

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# **AIRCRAFT GROUND SERVICES TRAINING MANUAL**

## **(AGSTM)**

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**List of Effective Pages**

Page Number	Revision Date	Page No.	Revision Date
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**List of Effective Pages**

1.....	09-11-17
2.....	09-11-17
3.....	09-11-17
4.....	09-11-17

**Master Table of Contents**

1.....	09-11-17
2.....	09-11-17

**Preface**

i.....	11-09-16
ii.....	11-09-16

1.....	11-09-16
2.....	11-09-16
3.....	11-09-16
4.....	11-09-16

**Chapter 1: Training Programs**

**Table of Contents**

i.....	09-11-17
ii.....	03-07-16
1.....	03-07-16
2.....	03-07-16
3.....	03-07-16
4.....	09-11-17
5.....	09-11-17
6.....	09-11-17
7.....	09-11-17
8.....	09-11-17
9.....	09-11-17
10.....	09-11-17
11.....	09-11-17
12.....	09-11-17

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Page Number	Revision Date	Page Number	Revision Date
<b>Chapter 6: Ramp Operations Course</b>			
<b>Table of Contents</b>			
i. ....	03-07-16	1 .....	09-11-17
ii .....	03-07-16	2 .....	03-07-16
		3 .....	03-07-16
		4 .....	09-11-17
1 .....	09-11-17	<b>Chapter 10: SABLE Load Planner Differences</b>	
2 .....	03-07-16	<b>Table of Contents</b>	
3 .....	03-07-16	i. ....	03-07-16
4 .....	03-07-16	ii .....	03-07-16
<b>Chapter 7: Planeside Representative (Initial/Recurrent)</b>			
<b>Table of Contents</b>			
i. ....	09-11-17	1 .....	03-07-16
ii .....	09-11-17	2 .....	03-07-16
		3 .....	11-09-16
		4 .....	03-07-16
1 .....	09-11-17	<b>Chapter 11: Reserved for Future Use</b>	
2 .....	09-11-17	<b>Table of Contents</b>	
3 .....	09-11-17	i. ....	09-11-17
4 .....	09-11-17	ii .....	09-11-17
5 .....	09-11-17	1 .....	09-11-17
6 .....	09-11-17	2 .....	09-11-17
<b>Chapter 8: Air Mobility Command (AMC) Training (Initial/Recurrent)</b>			
<b>Table of Contents</b>			
i. ....	03-07-16	<b>Chapter 12: Ground Security Coordinator</b>	
ii .....	03-07-16	<b>Table of Contents</b>	
		i. ....	03-07-16
		ii .....	03-07-16
1 .....	03-07-16	1 .....	09-11-17
2 .....	03-07-16	2 .....	03-07-16
<b>Chapter 9: Weight and Balance Course</b>			
<b>Table of Contents</b>			
i. ....	03-07-16	3 .....	03-07-16
ii .....	03-07-16	4 .....	03-07-16

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Page Number	Revision Date	Page Number	Revision Date
<b>Chapter 13: AGSM Training</b>		6 .....	03-07-16
<b>Table of Contents</b>		7 .....	03-07-16
i .....	03-07-16	8 .....	03-07-16
ii .....	03-07-16	<b>Appendix E:</b>	
1 .....	09-11-17	1 .....	03-07-16
2 .....	03-07-16	2 .....	03-07-16
3 .....	03-07-16	<b>Appendix F:</b>	
4 .....	03-07-16	1 .....	03-07-16
5 .....	11-09-16	2 .....	03-07-16
6 .....	11-09-16	<b>Index of References</b>	
7 .....	11-09-16	1 .....	09-11-17
8 .....	03-07-16	2 .....	11-09-16
<b>Appendix</b>			
<b>Table of Contents</b>			
1 .....	09-11-17		
2 .....	03-07-16		
<b>Appendix A:</b>			
1 .....	09-11-17		
2 .....	03-07-16		
<b>Appendix B:</b>			
1 .....	09-11-17		
2 .....	09-11-17		
<b>Appendix C:</b>			
1 .....	09-11-17		
2 .....	03-07-16		
<b>Appendix D:</b>			
1 .....	03-07-16		
2 .....	03-07-16		
3 .....	03-07-16		
4 .....	03-07-16		
5 .....	03-07-16		

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**Master Table of Contents**

**Preface**

P1.1	Manual Purpose . . . . .	1
P1.2	Company Personnel Responsibilities . . . . .	1
P1.3	Safety Management System . . . . .	1
P1.4	Manual Administration . . . . .	2
P2.1	Acronyms and Definitions . . . . .	3
P3.1	Responsibilities . . . . .	3
P3.2	Authorities . . . . .	3

**Chapter 1: Training Programs**

1.1	Training Programs . . . . .	1
-----	-----------------------------	---

**Chapter 2: General Awareness/Familiarization**

2.1	General Awareness/Familiarization Training . . . . .	1
-----	--	---

**Chapter 3: Hazardous Materials Training (IATA Category 6)**

3.1	Hazardous Materials Training Course (Initial Recurrent) IATA Category 6 . . . . .	1
-----	---	---

**Chapter 4: IATA DGR Category 6 Differences**

4.1	IATA DGR Category 6 Differences . . . . .	1
-----	---	---

**Chapter 5: IATA DGR Category 10 Training**

5.1	IATA DGR Category 10 Training . . . . .	1
-----	---	---

**Chapter 6: Ramp Operations Course**

6.1	Ramp Operations Course . . . . .	1
-----	----------------------------------	---

**Chapter 7: Planeside Representative (Initial/Recurrent)**

7.1	Planeside Representative . . . . .	1
-----	------------------------------------	---

**Chapter 8: Air Mobility Command (AMC) Training (Initial/Recurrent)**

8.1	Air Mobility Command (AMC) Training (Initial/Recurrent) . . . . .	1
-----	---	---

**Chapter 9: Weight and Balance Course**

9.1	Weight and Balance Course (PSTL) (Initial/Recurrent) . . . . .	1
-----	--	---

**Chapter 10: SABLE Load Planner Differences**

10.1	SABLE Load Planner Differences . . . . .	1
------	--	---

**Chapter 11: Reserved for Future Use**

11.1	Reserved . . . . .	1
------	--------------------	---

<b>Chapter 12: Ground Security Coordinator</b>	
12.1 Ground Security Coordinator . . . . .	1
<b>Chapter 13: AGSM Training</b>	
13.1 AGSM Training . . . . .	1
<b>Appendix A: ATI Ground Training Instructors</b>	
A.1 ATI Ground Training Instructors . . . . .	1
<b>Appendix B: Designated Ground Trainer Evaluation Form</b>	
B.1 Designated Ground Trainer Evaluation Form . . . . .	1
<b>Appendix C: Course Attendance And Certification Record</b>	
C.1 Course Attendance and Certification Record (AGSTM-01) . . . . .	1
<b>Appendix D: Loadmaster Training Record</b>	
D.1 Loadmaster Training Record . . . . .	1
<b>Appendix E: Loadmaster Line Checks</b>	
E.1 Loadmaster Line Checks . . . . .	1
<b>Appendix F: Course Certification - Miscellaneous</b>	
F.1 Course Certification - Miscellaneous . . . . .	1
<b>Index of References</b>	

**PREFACE**  
**TABLE OF CONTENTS**

<b>P1.1</b>	<b>Manual Purpose</b>	
A.	Purpose .....	1
<b>P1.2</b>	<b>Company Personnel Responsibilities</b>	
A.	General .....	1
<b>P1.3</b>	<b>Safety Management System</b>	
A.	General .....	1
	Figure P1-1 Information and Action Cycle for Continuous Improvement. ....	2
<b>P1.4</b>	<b>Manual Administration</b>	
A.	Manual Construction .....	2
B.	Manual Distribution .....	2
<b>P2.1</b>	<b>Acronyms and Definitions</b>	
A.	General .....	3
<b>P3.1</b>	<b>Responsibilities</b>	
A.	Director of Operations .....	3
<b>P3.2</b>	<b>Authorities</b>	
A.	Manager of Aircraft Ground Services .....	3

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## PREFACE

### P1.1 Manual Purpose

#### A. Purpose

14 CFR: 121.135(a)(1)

- 1) The Aircraft Ground Services training programs outlined in this manual have been developed and are administered by the Air Transport International Aircraft Ground Services Department and are approved or accepted by the Federal Aviation Administration.
- 2) Company personnel must use the Aircraft Ground Services Training Manual (AGSTM) in conjunction with the Management Systems Manual, and other Company manuals to properly perform their duties.

### P1.2 Company Personnel Responsibilities

#### A. General

14 CFR: 119.43(b)(2)

- 1) Company personnel referenced in this manual are responsible for complying with the assigned policies, procedures, directives, and instructions outlined in this and other company manuals.
- 2) All Company personnel are responsible for and must comply with all operations specifications, regulations, and company policies and procedures outlined in this manual. Failure to comply may result certificate action by National Authorities and/or disciplinary action by the company, up to and including termination.

### P1.3 Safety Management System

14 CFR: 5.3

#### A. General

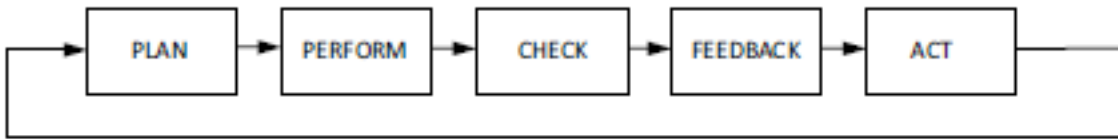
- 1) The Company will consider safety concerns in all aspects of its operation, managing risk to an acceptable level through diligent use of the principles of the Safety Management System.

#### NOTE

A full description of the Company's Safety Policies and the Safety Management System are contained in the Safety Program Manual (SPM).

- 2) In order for a Safety Management System to function effectively it requires participation by management and Company personnel.
  - a. Management creates a **Plan** in the form of a procedural based manual system.
  - b. Following the specific manual procedures, employees then **Perform** and **Check** the work.
  - c. An employee provides management **Feedback** that the system needs improvement.
  - d. Management must **Act** by evaluating the documented procedures and, if warranted, revising to include the necessary improvement.
- 3) The objective of this cycle is that Company procedures used by Company Personnel are constantly being improved, as shown in Figure P1-1.

**Figure P1-1 Information and Action Cycle for Continuous Improvement**



- 4) Evaluating information that personnel provide on Company forms is one method of Process Measurement. As end users of the manuals, Company personnel are in an excellent position to evaluate and provide valuable feedback regarding Company policies and procedures, and to discover deficiencies in materials, facilities, or procedures that could affect safety
- 5) Company personnel are responsible for promptly reporting all safety related issues, safety hazards, safety concerns, and process improvement ideas or suggestions in a timely manner or within any required time period using the Safety Reporting methods outlined below.
  - a. Web Based Application Tool (WBAT)
  - b. Email: [safety@airtransport.cc](mailto:safety@airtransport.cc)
  - c. Safety Hotline: 888-590-2011

## **P1.4 Manual Administration**

### **A. Manual Construction**

- 1) This manual, which is included within the Company's manual set, follows the rules and standards for revision, adherence, and construction of the Company manuals outlined in the Management Systems Manual (MSM).
- 2) Refer to the MSM for information regarding:
  - a. Company's Safety Policy
  - b. Company requirements for compliance with policies, regulations and directives
  - c. Senior Management structure and responsibilities including Senior Organizational chart
  - d. Manual Sponsors
  - e. Process Measurement
  - f. Definitions and Acronyms

### **B. Manual Distribution**

14 CFR:	121.137(a)(1)	121.137(a)(2)	121.137(a)(3)
14 CFR:	121.137(b)	121.137(c)	

- 1) This manual, including any revisions, are furnished to Company management, the applicable Company personnel, and the Administrator as appropriate. Any issues related but not limited to obtaining this manual, revisions, or bulletins, are directed to the Manager of Technical Publications.
  - a. This and other company manuals may be provided in print, electronic or web viewable format. Refer to the MSM for information concerning the distribution of this manual.



- 2) Each person to whom this manual is issued shall keep it up-to-date with the revision, temporary revisions, and bulletins issued by Technical Publications.
- 3) Each person who performs duties outlined in this manual must have this manual or the appropriate parts of it available while performing those duties.

## **P2.1 Acronyms and Definitions**

### **A. General**

- 1) A list of common Company acronyms and definitions can be found in the Management Systems Manual (MSM).

## **P3.1 Responsibilities**

### **A. Director of Operations**

- 1) The Director of Operations is responsible for and is required to have the knowledge and qualifications with the authority to establish and modify the policies, procedures, instructions and quality of information for the following programs. For a complete list of the Director of Operations responsibilities and authority refer to the Management Systems Manual chapter 3.
  - a. Hazardous Materials Training Program
  - b. Training of Station Personnel

## **P3.2 Authorities**

### **A. Manager of Aircraft Ground Services**

- 1) The Director of Operations delegates authority to establish and modify the policies, procedures, instructions, and information of the following programs to the Manager of Aircraft Ground Services. The Manager of Aircraft Ground Services is required to have the knowledge and qualifications for these programs.
  - a. Hazardous Materials Training Program
  - b. Training of Station Personnel

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**CHAPTER 1: TRAINING PROGRAMS**  
**TABLE OF CONTENTS**

<b>1.1</b>	<b>Training Programs</b>	
A.	Description of this Manual .....	1
B.	Manual Organization .....	1
C.	Introduction .....	1
	Figure 1-1 Aircraft Ground Services Department .....	2
D.	Aircraft Ground Services Publications .....	2
E.	Aircraft Ground Services Training Program.....	3
	Table 1-1 ATI Job Qualification Guide .....	4
	Table 1-2 Contractor Course Title ATI Equivalent Course .....	5
	Table 1-3 ATI (Will Carry) Hazardous Materials Job Categories & Ground Training Requirements .....	6
F.	Definitions .....	7
G.	Anniversary Month.....	8
H.	Requalification.....	8
I.	Training Records .....	8
J.	Aircraft Ground Services Operations Job Qualifications .....	10
K.	Training Courses .....	12
L.	Training Facilities and Equipment .....	12
M.	Training Materials .....	12

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## CHAPTER 1: TRAINING PROGRAMS

### 1.1 Training Programs

#### A. Description of this Manual

14 CFR:	121.133	121.135	121.400	121.665
14 CFR:	121.693	121.697	121.1001	121.1002
14 CFR:	121.1003	121.1004	121.1005	121.1006
14 CFR:	121.1007	121 Appendix O		
REF:	49 CFR Parts 100-188	49 CFR Parts 1540 - 1544		

- 1) The Aircraft Ground Services (AGS) Training programs and publications outlined in this manual have been developed and are administered by the Air Transport International (ATI) Aircraft Ground Services (AGS) Department and approved or accepted by the Federal Aviation Administration and Transportation Security Administration. The training programs and publications are in compliance with requirements of the Federal Aviation Regulation Parts, 14 CFR Parts 121.133, 121.135, 121.400, 121.665, 121.693, 121.697, 121.1001 - 1007 and 121 Appendix O; 49CFR Parts 100-188; the ICAO Technical Instructions for the Safe Transport of Dangerous Goods by Air, the IATA Dangerous Goods Regulations, and the Full All-Cargo Aircraft Operator Standard Security Program per 49 CFR Parts 1540-1544. In addition these training programs and publications comply with all applicable state and local laws, regulations, and procedures. These programs and publications are controlled by the ATI Manager of Aircraft Ground Services.
- 2) As users of this manual, your comments are important to us. Please address your suggestions regarding any aspect of this manual to:  
  
[AGS@airtransport.cc](mailto:AGS@airtransport.cc)
- 3) This manual is approved for use in ATI's Manual System and is stamped "accepted" by the FAA CMO office and "approved" for the Dangerous Goods Sections.
- 4) A signed copy of this manual bearing FAA approval signatures is available at the ATI Publications Department.

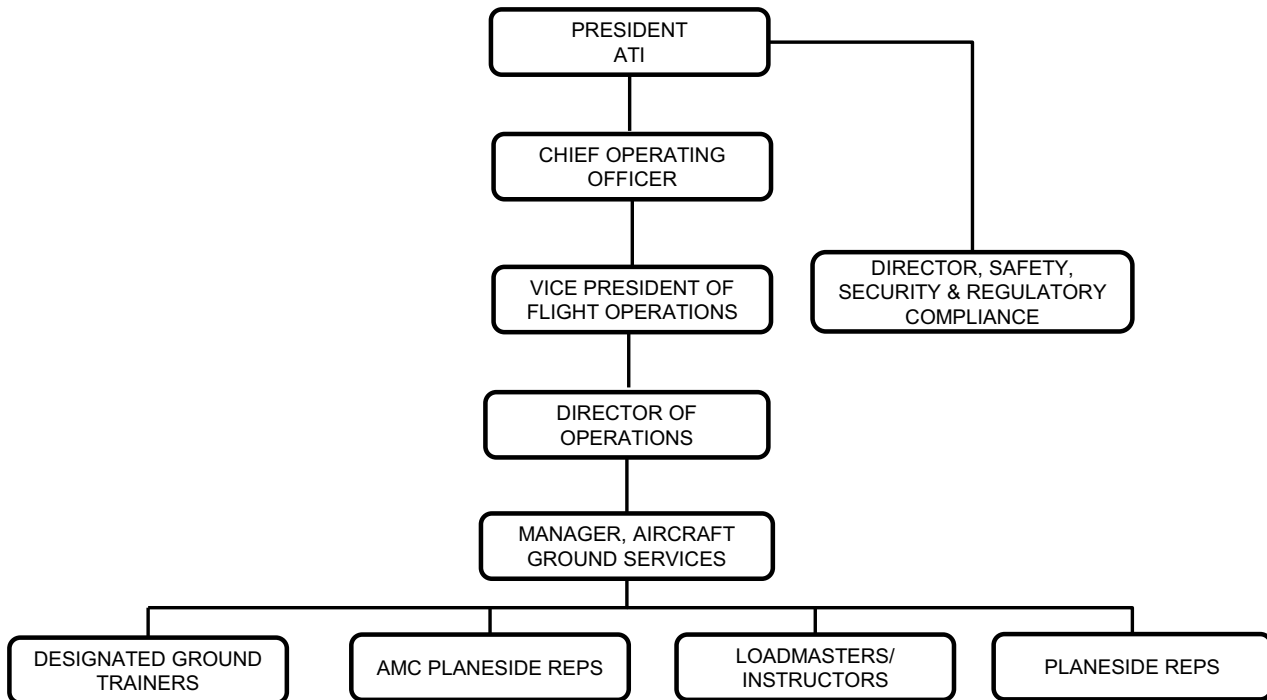
#### B. Manual Organization

- 1) This manual is divided into chapters and appendices. The first chapter explains the training programs. Subsequent chapters describe each training class in detail. Appendices provide a list of the qualified Instructors, Designated Trainers and the Loadmaster Training Record.
- 2) Major subject headings within a chapter are shown in **BOLD LETTERS**. Secondary subjects within a major subject are shown in lower case letters. Tables and illustrations are incorporated within the text.

#### C. Introduction

- 1) The purpose of the ATI Aircraft Ground Services Training programs outlined in this manual is to ensure that persons performing covered duties for ATI will receive approved policy and technical procedure manuals, regulatory and other technical training, and periodic operational safety, security, and regulatory compliance audits.
- 2) The publications, training materials, and audit procedures described in this manual are developed, administered, and implemented by the ATI Aircraft Ground Services Department.
- 3) The organizational structure of the Aircraft Ground Services Department is shown in Figure 1-1.

**Figure 1-1 Aircraft Ground Services Department**



**D. Aircraft Ground Services Publications**

- 1) The Aircraft Ground Services Department publishes and maintains various manuals, training materials, and other resources to assist persons in performing various functions on behalf of ATI. Specifically, these publications are provided to help ensure that users have adequate policies, procedures, training materials, and job aids to perform their assigned operational job duties safely, securely, effectively, and in compliance with regulatory and company mandates.
- 2) Ground Training Instructors and Designated Ground Trainers must constantly review and evaluate all Aircraft Ground Services Department Publications to ensure that they are relevant and continue to provide the necessary knowledge and skills to perform duties, execute procedures, and operate equipment safely, securely, effectively, and in compliance with ATI policies and regulatory requirements. Specifically, such publications must include:
  - a. familiarization training on general provisions and regulations
  - b. in-depth training on policies procedures and operating practices
  - c. training in human factors
  - d. safety training on operational hazards
  - e. operational and cargo security procedures
- 3) When required, these publications are updated, and, if required, submitted to the appropriate regulatory agency (FAA, TSA) for their review and approval or acceptance. An original, signed copy of the most current version of each approved or accepted document is maintained in the Aircraft Ground Services Department located at 145 Hunter Drive, Wilmington, OH 45177.

- 4) All publications produced by the Aircraft Ground Services Department will be identified by a revision number and date and undergo a departmental internal review for technical accuracy and regulatory compliance before final production. Publications, Bulletins, and Revisions requiring regulatory approval are first submitted to the appropriate agency to receive written approval before release to the field.
- 5) No procedure or policy in these manuals may be modified except through "Aircraft Ground Services Training Bulletins" or "Revisions" approved, as required, by the appropriate regulatory agency, and authorized and released by the ATI Aircraft Ground Services Department. Holders of printed manuals are charged with the responsibility of incorporating bulletins and revisions immediately upon receipt.
- 6) Bulletins will include information that is time critical and must be distributed as soon as possible. Bulletins must be posted in the "Bulletins" section of the manual and are in force until rescinded or incorporated into the manual by a revision.
- 7) Any printed revisions will be issued with a transmittal sheet. The sheet contains instructions for incorporating the revision in the manual. After the revision has been incorporated into a printed manual, the posting date will be entered on the "Record of Revisions" page located in the front of the manual.
- 8) The Aircraft Ground Services Department Manager has the authority to establish and modify procedures in the following publications:
  - a. ATI Aircraft Ground Services Training Manual (AGSTM) (FAA Accepted & FAA Approved)
  - b. ATI Aircraft Ground Services Manual (AGSM) (FAA Accepted & Approved)
  - c. ATI Hazardous Materials Manual (ASM) (FAA Approved)

**NOTE**

Electronic copies of the Aircraft Ground Services Training publications are maintained on the Aircraft Ground Services public drive. Program and data entry are backed up nightly, Monday thru Friday. Digital copies are stored both off and on-site.

**NOTE**

Documents received from external sources including manuals and documents from regulatory authorities and original equipment manufacturers are maintained in the Aircraft Ground Services Department as needed.

**E. Aircraft Ground Services Training Program**

- 1) This section describes the administration of the FAA and TSA accepted and approved Ground Training courses. These courses are developed and approved in accordance with provisions of the Federal Aviation Regulations and the FACAOSSP. Before being assigned to covered job duties, persons must first receive the appropriate initial and recurrent training as outlined in this section and described in the following sections.
- 2) The ATI Aircraft Ground Services Department provides and records FAA, TSA, and airline mandated training for all persons who perform duties described in this manual.
- 3) All persons must successfully complete the initial and/or recurrent training as required for their job function prior to being assigned to perform that function. ATI has defined the following job qualifications, job duties, and the minimum training required to perform those duties

Table 1-1 ATI Job Qualification Guide

ATI Job Qualification	Job Duties and Responsibilities	Minimum Training Required (Roster Code)
Warehouse Agent/Ramp Agent	Load or unload ATI aircraft. Work without direction in the ATI ramp environment. Operate ATI aircraft loading equipment and ground support equipment.	<ul style="list-style-type: none"> <li>• HAZMAT Handling Training</li> <li>• Ramp Operations Course</li> </ul> OR <ul style="list-style-type: none"> <li>• IATA DG Category 3, 5 or 8 Course</li> <li>• IATA AHM 611 Airside Level 3, 4, or 5 Course</li> </ul>
Ground Security Coordinator	Perform Ground Security Coordinator (GSC) functions.	<ul style="list-style-type: none"> <li>• ATI Ground Security Coordinator Course</li> </ul>
Planeside Representative	Direct Freight Handlers, Ramp Agents, and other persons working planeside. Stop and correct ground/passenger services at any time they or the Captain determine the services are not performed in accordance with the ATI AGSM. Perform Weight & Balance functions	<ul style="list-style-type: none"> <li>• AGSM</li> <li>• ATI Ground Security Coordinator Course</li> <li>• ATI IATA DG Category 10 Course</li> <li>• Weight &amp; Balance (PSTL)</li> </ul>
AMC Planeside Representative	Direct Freight Handlers, Ramp Agents, and other persons working planeside during Air Mobility Command operations. Stop and correct ground/passenger services at any time they or the Captain determine the services are not performed in accordance with the ATI AGSM.	<ul style="list-style-type: none"> <li>• Planeside Representative Training</li> <li>• AGSM</li> <li>• ATI Ground Security Coordinator Course</li> <li>• ATI IATA DG Category 10 Course</li> <li>• AMC Training</li> <li>• *Weight &amp; Balance (PSTL)</li> </ul>
Hazardous Material / Dangerous Goods Inspector	Inspect, accept, and prepare hazardous materials / dangerous goods for carriage on ATI aircraft. Load or unload aircraft unit load devices intended for ATI aircraft. Prepare and tender ATI hazardous materials COMAT shipments. Facilitate ATI HAZMAT Handling Training.	<ul style="list-style-type: none"> <li>• Hazardous Materials Training</li> </ul> OR <ul style="list-style-type: none"> <li>• IATA DG Category 6 Course</li> <li>• ATI IATA DGR Category 6 Differences Course</li> </ul>
SABLE Load Planner	Perform SABLE Load planning or weight and balance duties for ATI aircraft.	<ul style="list-style-type: none"> <li>• SABLE load plan training</li> <li>• ATI SABLE Load Planner Differences Course</li> </ul>
Loadmaster	Must be ATI Air Employee. Fly domestic and international charter cargo operations aboard ATI aircraft. Perform Ramp Agent, Planeside Representative (including AMC ops), Hazardous Material / Dangerous Goods Inspector, and Ground Security Coordinator duties. NOTE: During charter operations at foreign locations ATI may use local ramp workers and agents, who have not received ATI training, to load and unload ATI aircraft, provided these workers and agents are directly supervised by an ATI Loadmaster.	<ul style="list-style-type: none"> <li>• ATI Loadmaster Job Qualification Program</li> <li>• AGSM Training</li> <li>• AMC Training</li> <li>• Weight and Balance Course (PSTL)</li> <li>• ATI Ground Security Coordinator Course</li> <li>• *Hazardous Materials/Dangerous Goods Inspector</li> </ul>



4) ATI Approved Contractor Courses

- a. The contractor courses listed below have been described as a option in Table 1-1, and have been approved by ATI Aircraft Ground Services Manager as an acceptable alternate means of compliance which meet ATI operational and training requirements and which offer at least the same level of safety as the equivalent ATI course.

Table 1-2 Contractor Course Title ATI Equivalent Course

Contractor	Contractor Course Title	ATI Equivalent Course
DHL	Airside Introduction Training	ATI AGSM
DHL	Airside Operations Training	ATI Ramp Operations Course
DHL	SABLE Load Plan Training	N/A
DHL	North American SABLE Automated Weight and Balance Course	N/A (This course includes ATI Load Planner Differences)
DHL	Dangerous Goods Training ICAO/ IATA Cat. 6	ATI Dangerous Goods - Inspecting Course (This course does not include ATI IATA DG Differences)
TSI - Transportation Safety Institute	Dangerous Goods Training ICAO/ IATA Cat. 6 & 49 CFR	N/A
Transportation Development Group	Dangerous Goods Training ICAO/ IATA Cat. 6 & 49 CFR	N/A

Table 1-3 ATI (Will Carry) Hazardous Materials Job Categories & Ground Training Requirements

Hazardous Materials Training Requirements to be Covered During ATI Ground Training	ATI Job Categories		
	Warehouse Agent Ramp Agent (IATA Category 3, 5, 8)	SABLE Load Planner Planeside Representative AMC Planeside Representatives (IATA Category 10)	Hazardous Material / Dangerous Goods Inspector/ Shipper Loadmasters (IATA Category 1 & 6)
1. General philosophy	x	x	x
2. Limitations	x	x	x
3. General requirements for shippers			x
4. Classification			x
5. List of hazardous materials		x	x
6. General packing requirements			x
7. Labeling and marking	x	x	x
8. Shipping papers, Shipper's declarations and other documentation			x
9. Acceptance procedures			x
10. Recognition of undeclared hazardous materials	x	x	x
11. Storage and loading procedures	x	x	x
12. Pilots' Notification	x	x	x
13. Provisions for Crew	x	x	x
14. Hazardous materials security	x	x	x
15. Emergency procedures	x	x	x
<ul style="list-style-type: none"> <li>• Supervisor who assumes an employee's hazardous material/dangerous goods function must be trained to that employee's level of hazardous material qualification.</li> <li>• ATI Hazardous Materials/Dangerous Goods-Inspecting Training or IATA Category 6 Training plus ATI IATA DG Differences training not only qualifies one to accept dangerous goods for ATI, but also qualifies one to prepare ATI COMAT dangerous goods shipments for carriage by ATI, in accordance with IATA Category 1.</li> </ul> <p><b>NOTE</b> Depending on the responsibilities of the person, the aspects of training to be covered may vary from those shown above.</p>			

## F. Definitions

**Dangerous Goods Inspector:** A person who has successfully completed and maintains currency “Dangerous Goods - Inspecting Course”. Dangerous Goods Inspectors may facilitate “ATI HAZMAT Handling Training.”

**Designated Ground Trainer:** A person selected by the Manager Aircraft Ground Services who has completed the training necessary to teach ATI courses.

**Differences Training:** Training that may be required for persons who have been previously qualified, through ATI or other air carriers training, to perform specific duties. The Aircraft Ground Services Manager will determine if differences training is necessary.

**Freight Handler:** Any person at any location who handles any freight for transport on board ATI aircraft. This includes both hazmat and non-hazmat freight whether loose, in containers, or in ULDs.

**Human Factors:** The term is used in a broad sense to cover all biomedical and psycho social considerations pertaining to a man in the system. It is the responsibility of management to recognize the influence of human factors in safety performance.

**Hazardous Materials Inspector:** A person who has successfully completed and maintains currency in the “Hazardous Materials/Dangerous Goods - Inspecting Course.” Hazardous Materials Inspectors may facilitate “ATI HAZMAT Handling Training.

**IATA DGR Cat 6 Inspector:** A person who has successfully completed and maintains currency in IATA Category 6 training and ATI Differences training.

**Initial Training:** Training required for persons who have not been previously qualified, through ATI training, to perform specific duties. A person may not perform covered duties unless training is completed and documented.

**Loadmaster:** A company employee assigned to the aircraft to perform loading and offloading oversight. Loadmasters must be qualified to perform these duties relative to hazmat regulations. Loadmasters may act in the dangerous goods function of acceptance, shipper, loading, and inspecting.

**Recurrent Training:** Training required every 24 months for persons who have been previously qualified, through ATI training, to perform specific duties. A person may not perform covered duties unless training is completed and documented.

**Requalification Training:** Training required for persons who have failed to complete recurrent training. A person may not perform covered duties unless training is completed and documented.

**Ramp Worker:** A person who has successfully completed and maintains currency in Ramp Safety Training” and ATI HAZMAT Handling Training.

**Ramp Agent:** A Ramp Worker who has successfully completed and maintains currency in the “Ramp Operations Course and ATI HAZMAT Handling Training.

**SABLE Load Planner:** A person who has successfully completed and maintains currency in SABLE load Planning training and ATI Differences training.

### **G. Anniversary Month**

- 1) An Anniversary Month is established for each student who completes a Ground Training class which requires recurrent training. The anniversary month is determined by the completion date of the course.
- 2) Whenever a person receives recurrent training within the calendar month before or after the anniversary month, that person is considered to have completed such training in the anniversary month in which it was completed.

**Example:** Jim Jones completes his original training in January 2012. Jim's anniversary month is January, but the following year he receives that training in February 2013. His anniversary month remains January, even though he receives training in February.


- 3) If recurrent training is accomplished more than one month before, or after the anniversary month, a new anniversary month is established.
- 4) A person who fails to complete required recurrent training becomes unqualified and must not continue to perform covered duties until requalification training is completed and documented.

### **H. Requalification**

- 1) Persons who have been unqualified for 1 - 12 months may become requalified by completing either initial training or recurrent training.
- 2) Persons who have been unqualified for more than 12 months may become requalified only by completing initial training.

### **I. Training Records**

- 1) The Aircraft Ground Services Department will develop, revise, and maintain training records for courses described in this manual. Records will be maintained in accordance with the retention process in the GMM.
- 2) Class Roster
  - a. An ATI "COURSE ATTENDANCE AND CERTIFICATION RECORD" or "Course Certificate" will be completed for each class taught and maintained by the ATI Aircraft Ground Services Department.

 AIRCRAFT GROUND SERVICES TRAINING				
<u>COURSE ATTENDANCE AND CERTIFICATION RECORD</u>				
DATE	_____ COURSE _____			
HOURS	_____			
TYPE (X)	INITIAL			
_____	RECURRENT			
_____	REQUALIFICATION			
	STUDENT	POSITION	COMPANY	TEST
	NAME/PRINT			SCORE
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____
8.	_____	_____	_____	_____
9.	_____	_____	_____	_____
10.	_____	_____	_____	_____
11.	_____	_____	_____	_____
12.	_____	_____	_____	_____
<p>The Signature below certifies that the students on this form attended the entire training session and certifies that each named individual has satisfactorily completed the training course as indicated.</p>				
INSTRUCTOR OR DESIGNATED INSTRUCTOR NAME (PRINT)		INSTRUCTOR OR DESIGNATED INSTRUCTOR NAME (SIGN)		
<p>Training records and training materials located at: Air Transport International, 145 Hunter Drive, Wilmington, OH 45177</p>				
Revision 2		8-18-14		FORM 001

<b>CERTIFICATE OF COMPLETION</b>	
ATI IATA CATEGORY 6 DIFFERENCES	
ONLINE: MOODLE HAZARDOUS MATERIALS	
THIS IS TO CERTIFY THAT	
<h1>Homer Simpson</h1>	
<b>Air Transport International</b>	
<p>Has completed the Air Transport International specific training program in using the IATA/ICAO Dangerous Goods Regulations covering General Philosophy, Limitations, List of Hazardous Materials, Labeling &amp; Marking, Recognition of undeclared hazardous materials, storage &amp; loading, Pilot's notification, provisions for passengers and crew, and emergency procedures.</p>	
<p>Score: 100.00% Completed on July 2, 2014 1 Credits</p>	
<i>James M. McNellis</i>	
<b>Aircraft Ground Services Manager</b>	
<p>As the employer, I certify that the above-named employee is properly trained for their job function and (if needed) has received additional DOT Safety and/or TSP Specific Training per an FDP Part 175.</p>	
<p>Training provided by ATI, 145 Hunter Drive, Wilmington, OH 45177 1-937-366-5058 <a href="http://www.airtransport.com">www.airtransport.com</a></p>	
Original	FORM-AGSTM023

b. This Course Attendance and Certification Record or Course Certificate documents the:

- (1) Date, Course Title, Hours, and Type of training,
- (2) Student's printed name, position, company, test score, and signature,
- (3) Instructor or Designated Ground Trainer printed name, and signature, providing certification that the training and testing was accomplished as required by this manual, and
- (4) Name and address of the organization providing the training, indicating where copies of the training materials and original copies of this training certification/record is maintained,

c. This Course Attendance and Certification Record or Course Certificate is the source document from which the ATI AGS Training Record Database will be created and maintained electronically.

**NOTE**

Entries to the Training Record Database may only be accomplished by the ATI Aircraft Ground Services Department Manager or designated ATI personnel.

3) ATI AGS Training Record Database

a. ATI Aircraft Ground Services Operations Training records reside in Ground Services Training Database. It contains information to assist ATI in assessing their training needs, scheduling training, and ensuring compliance with initial and recurrent training requirements.

4) Training Records

- a. Records of all ground services training will be maintained by the Manager, Aircraft Ground Services or designee. Aircraft Ground Services will audit records as established by the CAS program.
- b. The Completed Course Attendance Record, Exam Answer Sheet, and/or Loadmaster/Planeside Rep Card will serve as verification/recurrent training (as applicable to training type).
- c. Persons who have been determined to be qualified will be informed by a loadmaster/planeside rep card, authorizing them to perform duties associated with the job description.

5) Training Record Control

- a. The training files are located in Aircraft Ground Services Department and maintained by the Manager, Aircraft Ground Services.
- b. A summary of the trainees completed training will be available on a computer generated report upon request.
- c. Individual files are maintained for full-time, part-time, casual, and contractor employees.
- d. If an employee transfers to an inactive position, quits, retires or etc., their file is placed in the "Inactive File" storage located in Aircraft Ground Services Department and removed from the training database.
- e. All inactive training files will be maintained for a period of two years and then discarded.
- f. The Manager, Aircraft Ground Services or designee will monitor training programs that require both classroom and OJT to assure both are complied within ninety days of each other.

**J. Aircraft Ground Services Operations Job Qualifications**

1) Instructor Qualification

- a. The Aircraft Ground Services Department Manager will select Ground Training Instructor trainees based on their background, experience, and ability to conduct formal classroom and on-the-job instruction. (Appendix A of the ATI Aircraft Ground Services Training Manual)
- b. Instructor trainees must be able to demonstrate the following: relevant experience; technical knowledge; teaching skills; sound judgment; communication skills; ability to work independently; and an understanding of relevant company philosophy, policies, and procedures.
- c. The Manager will ensure that all Aircraft Ground Services Training activities are conducted correctly and effectively and meet all federal, state, and local requirements by observing an instructor's teaching ability and a formal checkride evaluation (Appendix G of the ATI Aircraft Ground Services Training Manual). Each instructor is required to maintain and use up-to-date instructor materials and comply with the company Code of Conduct and all federal, state, and local laws.

**NOTE**

The ATI Loadmaster Scheduler (AGS Manager or Senior Loadmaster) will check the training database (Sabre Crew Qual & On-Line) for training currency before assigning any LM to fly.

2) Designated Ground Trainer Qualification

- a. The Aircraft Ground Services Department Manager may select a Designated Ground Trainer (DGT) or DGT trainee, from ATI or its contractors, to teach ATI courses, based upon their background, experience, previous ATI qualifications, and ability to conduct formal classroom and on-the-job instruction. (Appendix B of the ATI Aircraft Ground Services Training Manual)
- b. To qualify as a Designated Ground Trainer, a person:
  - (1) May be selected based on their relevant experience; technical knowledge; teaching skills; sound judgment; communication skills; ability to work independently; and an understanding of relevant company philosophy, policies, and procedures.

or

- (2) By completing the following process:

- (a) Having been previously qualified to perform duties identified in the ATI Job Qualification Table for jobs which require the training they will be designated to conduct.
  - (b) Complete ATI DGT orientation.
  - (c) Complete the ATI courses they intend to teach, including the DGT procedures for that course, with an ATI Instructor or other qualified DGT. This process may also include a teaching evaluation.
  - c. To maintain their qualifications (s), the Designated Ground Trainer must complete the annual recurrent training only for those courses they are qualified to teach.
  - d. Designated Ground Trainers may teach training classes, as scheduled by ATI, and as listed in the ATI course descriptions in the Aircraft Ground Services Training Manual.
  - e. The Manager will ensure that all Ground Training activities are conducted correctly and effectively and meet all federal, state, and local requirements by observing their instruction in a classroom environment. Each Designated Ground Trainer is required to maintain and use up-to-date ATI instructor materials and comply with the company Code of Conduct and all federal, state, and local laws.
  - f. A Designated Ground Trainer, who conducts recurrent ground training curriculum segments, may also take credit for receiving training while instructing. This currency is to be documented using Form AGSTM022, with the note "1.13" entered in the "Grade" column and the "Instructor (Sign)" box signed by the Manager, Aircraft Ground Services or Designated Ground Trainer. The 90-day currency window is applicable, and any written quizzes must be taken and passed by the instructor, as well as the students.
- 3) Auditor Qualification
- a. The Aircraft Ground Services Department Manager will select Ground Operations Auditor trainees based on their background, experience, and the ability to conduct, document, and report operational audits.
  - b. Auditor trainees must be able to demonstrate the following: relevant experience; technical and regulatory knowledge; sound judgment; objectivity; honesty; impartiality; analytical ability; ability to work independently; investigative skills; communications skills; and an understanding of relevant company philosophy, policies, and procedures.
  - c. The Aircraft Ground Services Manager will ensure that all audit operations are conducted correctly and effectively and meet all federal, state, and local requirements by observing the auditor to ensure their audit is correct and formal. Each Auditor is required to maintain and use up-to-date audit materials and to comply with the Internal Audit & Evaluation Program, the company Code of Conduct, and all federal, state, and local laws.
- 4) Loadmaster Qualification
- a. The Aircraft Ground Services Department Manager will select Loadmaster trainees based on their background, experience, and ability to perform aircraft ground operations and charter aircraft flying operations.

- b. Loadmasters must be able to demonstrate the following: relevant experience; technical and regulatory knowledge; sound judgment; ability to work independently; crew coordination skills; communications skills; willingness to travel extensively; and an understanding of relevant company philosophy, policies, and procedures. The Manager of Aircraft Ground Services will ensure that all loadmaster operations are conducted correctly and effectively, and meet all federal, state, and local requirements. Each loadmaster is required to maintain and use up to date operational reference materials and to comply with the company code of conduct and with all federal, state, and local laws. To qualify as a Loadmaster, trainees must complete the training identified in the ATI Job Qualification Table, including on the job training with instructor loadmasters. Instructor loadmasters will provide training and coaching to the trainee and document the trainee's progress in the Loadmaster Training Record (Appendix D of the Aircraft Ground Services Training Manual).

### **K. Training Courses**

- 1) The ATI Ground Services Department may use various methods and media to deliver training courses including: instructor-led, on-line, self-study, and on-the-job training. Requirements for each course are described in this manual. All courses regardless of teaching method, will have an instructor available, either in person, via email, or via phone, to answer questions during the course and before testing.

### **L. Training Facilities and Equipment**

- 1) The Aircraft Ground Services Department uses various classroom and on-the-job training venues, facilities, and equipment. The ATI instructor, in setting up the training event, must ensure that the training facility used is safe, organized, comfortable, free from distractions, and otherwise suitable as a training environment.
- 2) Equipment and materials required to complete each course are described within the approved outline for each course.

#### **NOTE**

Prior approval may be required from FAA POI for usage if different than approved training locations.

### **M. Training Materials**

- 1) The most current training materials are located on the AGS public drive and ATI website. Instructors and Designated Ground Trainers will be provided with current training materials. Before teaching any ATI course, the Instructor or Designated Ground Trainer must confirm that they have the most current training materials. If needed, it will be the Instructor's or Designated Ground Trainer's responsibility to request current training materials prior to teaching any course from the Aircraft Ground Services Department Manager.



**CHAPTER 2: GENERAL AWARENESS/FAMILIARIZATION  
TABLE OF CONTENTS**

<b>2.1</b>	<b>General Awareness/Familiarization Training</b>	
A.	General .....	1
B.	ATI General Awareness/Familiarization Handling Training Topics:.....	1
C.	Training Outline .....	2

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## **CHAPTER 2: GENERAL AWARENESS/FAMILIARIZATION**

### **2.1 General Awareness/Familiarization Training**

#### **A. General**

- 1) Applicability:
  - a. ATI General Awareness/Familiarization Handling Training is required initially and every 12 months for any person at any location who handles any freight for transport on board ATI aircraft, and their direct supervisor. This includes both hazmat and non-hazmat freight whether loose, in containers, or in Unit Load Devices (ULDs). Persons must receive this training before assigning them to perform those duties.
- 2) Prerequisites:
  - a. None.
- 3) Limitations:
  - a. This training does not qualify any person to perform duties as a Hazmat Inspector.
- 4) Course Objective:
  - a. Prepare persons to perform handling duties for carriage of freight on ATI aircraft, unit load devices or trucks.
- 5) Class Description:
  - a. The course is taught using the computer based, ATI General Awareness/Familiarization Training program or Instructor led, course time is approximately 1-3 hours for both Initial and Recurrent.
- 6) Completion Standard:
  - a. Students must complete the presentation and successfully complete a written examination with a minimum passing score of 80%.

#### **B. ATI General Awareness/Familiarization Handling Training Topics:**

- 1) Introduction
- 2) Hazardous Materials Awareness
- 3) Limitations
- 4) Storage and Loading Procedures
- 5) Safety
- 6) Hazmat Security
- 7) ATI Differences
- 8) Final Examination

### **C. Training Outline**

- 1) Introduction
  - a. Class Information
  - b. Duties of Warehouse Agent/Ramp Agent
  - c. Safety and Security
  - d. Introduce video
  - e. Purpose of training
  - f. General Philosophy
  - g. Class schedule
- 2) Hazardous Materials Awareness
  - a. Definition
  - b. Identification procedures
    - (1) Labels
    - (2) Markings
    - (3) Shipping Papers
    - (4) Unit Load Device Identification Tag (ULDIT)/Notice to Captain (NOTOC)
- 3) Limitations
  - a. Recognizing undeclared hazmat
  - b. ATI forbidden classifications
- 4) Storage and loading procedures
  - a. Pilot Notification Form
  - b. ULDIT
  - c. Load placement requirements
  - d. Inspection for damaged or leaking packages
  - e. Package orientation
  - f. Blocking and bracing packages
- 5) Safety
  - a. Emergency procedures
  - b. Personal protection
  - c. Accident avoidance

- 6) Hazmat Security
  - a. Awareness
    - (1) Security objective
    - (2) Potential targets
    - (3) Potential threats
  - b. Prevention Tools
    - (1) Facility security
    - (2) En route security
    - (3) Aircraft and ramp security
- 7) Reporting
- 8) ATI Differences Discussion
- 9) Final Examination

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**CHAPTER 3: HAZARDOUS MATERIALS TRAINING (IATA CATEGORY 6)**  
**TABLE OF CONTENTS**

**3.1 Hazardous Materials Training Course (Initial Recurrent) IATA Category 6**

- A. General ..... 1
- B. Hazardous Materials Training Course Topics ..... 2
- C. Training Outline ..... 2

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## **CHAPTER 3: HAZARDOUS MATERIALS TRAINING (IATA CATEGORY 6)**

### **3.1 Hazardous Materials Training Course (Initial Recurrent) IATA Category 6**

#### **A. General**

- 1) Applicability
  - a. The Hazardous Materials Training Course (Initial) is required for persons who inspect, accept, prepare and handle hazardous materials for transport on ATI aircraft, before initially assigning them to perform those duties. Persons who successfully complete this course are identified as ATI Hazardous Material / Dangerous Goods Inspectors.
  - b. The Hazardous Material Training Course (Recurrent) is required every 24 months for persons who inspect, accept, prepare, and handle dangerous goods in accordance with the 49 CFR, IATA or ICAO regulations for transport on ATI aircraft before assigning them to continue to perform those duties. Persons who successfully complete this course are identified as ATI Hazardous Material / Dangerous Goods Inspectors.
- 2) Prerequisites
  - a. Initial: None.
  - b. Recurrent: Within the previous 36 months prior to attending the Recurrent, a student must have completed either:
    - (1) Hazardous Materials Training Course (Initial / Recurrent)
    - or:
    - (2) A contractor's IATA DG Category 6 training program plus the ATI IATA DG Category 6 Differences Course
- 3) Course Objective:
  - a. Prepare persons to perform inspecting, accepting, preparing, and handling duties for carriage of dangerous goods on ATI aircraft.
- 4) Class Description
  - a. Initial Course: This course is conducted over two or three classroom days. Approximate class time is 8 - 16 hours. Students receive an instructor presentation. Students will learn to inspect, prepare, accept or reject sample shipments. They will also receive instruction on loading, segregating, and paperwork requirements to prepare dangerous goods for air transport. Students must attend all class sessions. This course may be taught using an approved on-line program. (TSI or Transportation Development Group)
  - b. Recurrent Course: The course is taught using the computer based, Hazardous Materials Training program. Approximate course time is 4-8 hours.
- 5) Instructor
  - a. Initial Course: This course may only be conducted by ATI Ground Training Instructors or Designated Ground Trainers.
  - b. Recurrent Course: The course is taught using the computer based, Hazardous Materials Training program.

- 6) Class Size
  - a. Initial Course: 1-12 students. Exceptions must be approved by Aircraft Ground Services Manager.
  - b. Recurrent Course: The course is taught using the computer based, Hazardous Materials Training program.
- 7) Completion Standard
  - a. Students must attend all classroom presentations and successfully complete a written examination with a minimum passing score of 80%.

**B. Hazardous Materials Training Course Topics**

- 1) Introduction
- 2) General Philosophy
- 3) Limitations
- 4) General Requirements for Shippers
- 5) Classification
- 6) List of Hazardous Materials (HazMat)
- 7) General Packing Requirements
- 8) Labeling and Marking
- 9) HazMat Transport Document & Other Relevant Documentation
- 10) Acceptance Procedures
- 11) Recognition of Undeclared HazMat
- 12) Storage and Loading Procedures
- 13) Pilots Notification
- 14) Provisions for Passengers and Crew
- 15) Emergency Procedures
- 16) Designated Ground Trainer Procedures (Designated Ground Trainer Course only)
- 17) Final Examination

**C. Training Outline**

- 1) Introduction
  - a. Introduction
  - b. Duties of Dangerous Goods Inspectors
  - c. Safety, Security, and Human Factors
  - d. HAZMAT Transportation Security Awareness Training Module Video

- 2) General Philosophy
  - a. General philosophy
- 3) Limitations
  - a. Overview of regulations
  - b. Definitions: dangerous good, hazmat employee and employer
  - c. Forbidden dangerous goods
  - d. Hidden dangerous goods
  - e. Excepted quantities
  - f. Limited quantities
  - g. State and operator variations
  - h. 49 CFR: Reportable quantities, DOT-Special Permits
- 4) General Requirements for Shippers
  - a. Identifying/Classifying materials
  - b. Packaging
  - c. Marking
- 5) Classification
  - a. Definitions of hazard classes and divisions
- 6) List of Dangerous goods
  - a. Identification numbers
  - b. Proper shipping names
  - c. Hazard class
  - d. Sub risk
  - e. Hazard labels
  - f. Packing group
  - g. Limited quantity packaging
  - h. Passenger aircraft packaging
  - i. Cargo Aircraft Only packaging
  - j. Special provisions
- 7) General Packing Requirements
  - a. Q-Value
  - b. Dangerous goods in excepted quantities
  - c. Diagnostic specimens

- d. Packaging specifications
- e. Packaging (Ltd Qty/Pax/CAO)
- f. Overpacks
- g. Packaging inspections
- 8) Labeling and Marking
  - a. General marking requirements
  - b. Additional marking requirements
  - c. General labeling requirements
  - d. Additional labeling requirements
  - e. Marking and labeling inspections
- 9) HazMat Transport Document & Other Relevant Documentation
  - a. General
  - b. Shippers Declaration For Dangerous Goods
  - c. Air Waybill requirements
  - d. Shippers Declaration/Air Waybill inspections
- 10) Acceptance Procedures
  - a. ATI Acceptable commodities
  - b. ATI Forbidden commodities
  - c. ATI inspection check list
  - d. Documentation
- 11) Recognition of Undeclared HazMat
  - a. List of common undeclared materials
  - b. Hazardous indications on non-haz shipments
- 12) Storage and Loading Procedures
  - a. Load placement requirements
    - (1) Accessible locations
    - (2) Inaccessible locations
- 13) Quantity limitations
  - a. Accessible compartments
  - b. Inaccessible compartments
  - c. Dry Ice
  - d. RAM

- 14) Inspection for damaged or leaking packages
- 15) Package orientation
- 16) Blocking and bracing packages
- 17) Compatibility
  - a. Determining compatibility
  - b. Segregation requirements
  - c. Foodstuff requirements
- 18) Dangerous Goods Security
  - a. Facility security
  - b. En route security
  - c. Aircraft and ramp security
- 19) Pilot Notification
  - a. PNF completion
  - b. NOTOC completion
  - c. Unit Load Device Identification Tag
- 20) Provisions for Passengers and Crew
- 21) Emergency Procedures
  - a. Required information
  - b. Emergency Response Guidebook
  - c. Emergency Response and Crisis Communication Plan
  - d. Spill procedures
- 22) Designated Ground Trainer Procedures (Designated Ground Trainer Course only)
- 23) Final Examination

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**CHAPTER 4: IATA DGR CATEGORY 6 DIFFERENCES**  
**TABLE OF CONTENTS**

<b>4.1</b>	<b>IATA DGR Category 6 Differences</b>	
A.	General .....	1
B.	ATI IATA DGR Category 6 Differences .....	2
C.	Training Outline .....	2

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## **CHAPTER 4: IATA DGR CATEGORY 6 DIFFERENCES**

### **4.1 IATA DGR Category 6 Differences**

#### **A. General**

- 1) The ATI IATA DG Category 6 Differences Course is designed to allow ATI to qualify employees of its air carrier, ground handling agent, and freight forwarder contractors to inspect, accept, and handle dangerous goods (DG) for transport by ATI. This ATI differences course may be taught for a person who has already completed and is current in the contractor's IATA DG Category 6 (hazmat acceptance) initial or recurrent training course.
  - a. The ATI Aircraft Ground Services Manager may approve the acceptance of the contractor's IATA DG CAT 6 course only after ATI has examined that course to determine that it meets the minimum hazmat training requirements contained in:
    - (1) Title 14 CFR, Part 121, Appendix O, Table 1, for Operators and Ground Handling Staff Accepting Hazardous Materials; and
    - (2) The ICAO Technical Instructions for the Safe Transport of Dangerous Goods by Air, Part 1, Chapter 4, Table 1.4, Content of Training Courses for Operators Carrying Dangerous Goods as Cargo; and
    - (3) The IATA Dangerous Goods Regulations, Section 1.5, Table 1.5A, Minimum Requirements for Training Curricula;
  - b. If the Manager determines that the contractor's IATA DG CAT 6 course meets the required standards, and is acceptable to ATI, then ATI may teach its IATA DG CAT 6 Differences course to further qualify such trained contractors to perform as Hazardous Materials / Dangerous Goods Inspectors, who may inspect, accept, and handle dangerous goods for carriage by ATI, provided they maintain their training currency in both courses.
- 2) Prerequisites
  - a. The contractor must provide written verification from the person designated to hold their training records that an individual has satisfactorily completed the contractors IATA DG Category 6 training program before the individual may attend this differences course.
- 3) Course Objective
  - a. Prepare persons who are maintaining qualifications in a contractor's IATA DG Category 6 training program to perform inspecting, accepting, and handling duties for transport of dangerous goods on ATI aircraft.
- 4) Class Description
  - a. This course is conducted over 1 classroom day or Computer Based Training. Approximate class time is 1 hour. Students receive an instructor presentation and complete classroom exercises. They will receive instruction regarding United States Variations, ATI aircraft loading limitations, procedures, and paperwork requirements to transport dangerous goods on ATI aircraft.
  - b. Instructor
    - (1) This course may only be conducted by ATI Ground Training Instructors or Designated Ground Trainers.
  - c. Class Size
    - (1) 1-12 students. Exceptions must be approved by Aircraft Ground Services management.

- 5) Completion Standard
  - a. Students must attend all classroom presentations and successfully complete a written examination with a minimum passing score of 80%.
- 6) Records
  - a. The contractor must provide written verification from the person designated to hold their training records, that each differences student has successfully completed the contractor's IATA DG Category 6 training program.

**B. ATI IATA DGR Category 6 Differences**

- 1) General philosophy
- 2) Recognition of Undeclared Dangerous Goods
- 3) ATI Acceptance Procedures
- 4) ATI Hazmat Security
- 5) ATI Emergency Procedures
- 6) ATI Hazmat Handling Facilitator Requirements
- 7) ATI Storage and Loading Procedures
- 8) Final Examination

**C. Training Outline**

- 1) General philosophy
  - a. ATI is a "will carry" operator
  - b. Only shipments in full compliance with IATA regulations and ATI hazmat acceptance policy may be accepted for transport.
- 2) Recognition of Undeclared Dangerous Goods
  - a. List of common undeclared materials
  - b. Hazardous indications on non-DG shipments
- 3) ATI Acceptance Procedures
  - a. ATI Acceptable commodities
  - b. ATI Forbidden commodities
- 4) ATI Hazmat Security (HAZMAT Transportation Security Awareness Training Module Video)
  - a. Awareness
    - (1) Potential targets
    - (2) Potential threats

- b. Prevention Tools
  - (1) Facility security
  - (2) En route security
  - (3) Aircraft and ramp security
- c. Reporting
- 5) ATI Emergency Procedures
  - a. Initial actions
  - b. Spill procedures
- 6) ATI Hazmat Handling Facilitator Requirements
  - a. Facilitator responsibilities
  - b. Facilitator materials
  - c. Conducting and documenting training
- 7) ATI Storage and Loading Procedures
  - a. Load placement requirements
    - (1) Accessible locations
    - (2) Inaccessible locations
  - b. Quantity limitations
    - (1) Accessible compartments
    - (2) Inaccessible compartments
    - (3) Dry Ice
    - (4) RAM
  - c. Inspection for damaged or leaking packages
  - d. Package orientation
  - e. Blocking and bracing packages
  - f. Compatibility
    - (1) Determining compatibility
    - (2) Segregation requirements
    - (3) Foodstuff requirements
  - g. Pilot Notification
    - (1) PNF/NOTOC completion
    - (2) PNF/NOTOC procedures

- h. Unit Load Device Identification Tag
  - (1) ULDIT completion
  - (2) ULDIT procedures
- 8) Final Examination

**CHAPTER 5: IATA DGR CATEGORY 10 TRAINING  
TABLE OF CONTENTS**

<b>5.1</b>	<b>IATA DGR Category 10 Training</b>	
A.	General .....	1
B.	ATI IATA DGR Category 10 Training Course Topics .....	1
C.	Training Outline .....	1

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## **CHAPTER 5: IATA DGR CATEGORY 10 TRAINING**

### **5.1 IATA DGR Category 10 Training**

#### **A. General**

- 1) Applicability
  - a. ATI IATA DGR Category 10 Training is required for persons whose duties, include hazardous material load planning, handling and pilot notification for ATI aircraft, before initially assigning them to perform those duties.
- 2) Prerequisites
  - a. None.
- 3) Limitations
  - a. This training does not qualify any person to perform duties as a Hazmat Inspector or Load Planner.
- 4) Course Objective
  - a. Prepare persons to perform hazardous material load planning, handling and pilot notification for carriage of hazardous materials on ATI aircraft.
- 5) Class Description
  - a. The course is taught using the computer based, ATI IATA DGR Category 10 Training program. Course time for Initial and Recurrent is 2-14 hours.
- 6) Completion Standard
  - a. Students must complete the presentation and successfully complete a written examination with a minimum passing score of 80%.

#### **B. ATI IATA DGR Category 10 Training Course Topics**

- 1) Introduction
- 2) Hazardous Materials Awareness
- 3) Hazardous Material Safety
- 4) Hazardous Material Storage and Loading
- 5) Hazardous Material Security
- 6) Final Examination

#### **C. Training Outline**

- 1) Introduction
  - a. Class Information
  - b. Safety, Security, and Human Factors
- 2) Hazardous Materials Awareness
  - a. General philosophy
  - b. Definition

- c. Identification procedures
  - (1) List of hazardous materials
  - (2) Labels
  - (3) Markings
  - (4) Shipping Papers
  - (5) ULDIT/PNF
- 3) Limitations
  - a. Recognizing undeclared hazmat
  - b. COMAT
  - c. Excepted and limited quantities
  - d. ATI forbidden classifications
- 4) Hazardous Materials Safety
  - a. Emergency procedures
  - b. Personal protection
  - c. Accident avoidance
- 5) Hazardous Material Storage and Loading
  - a. Load placement requirements
    - (1) Accessible locations
    - (2) Inaccessible locations
  - b. Quantity limitations
    - (1) Accessible compartments
    - (2) Inaccessible compartments
    - (3) Dry Ice
    - (4) RAM
  - c. Inspection for damaged or leaking packages
  - d. Package orientation
  - e. Blocking and bracing packages
  - f. Compatibility
    - (1) Determining compatibility
    - (2) Segregation requirements
    - (3) Foodstuff requirements



- g. Pilot Notification / NOTOC
    - (1) PNFMS Procedures
    - (2) Shipping paper requirements
    - (3) PNF / NOTOC completion
    - (4) PNF / NOTOC procedures
  - h. Unit Load Device Identification Tag
    - (1) ULDIT completion
    - (2) ULDIT procedures
  - i. Storage at airport facilities
- 6) Hazmat Security
- a. Awareness
    - (1) Potential targets
    - (2) Potential threats
  - b. Prevention Tools
    - (1) Facility security
    - (2) En route security
    - (3) Aircraft and ramp security
  - c. Reporting
- 7) Final Examination

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**CHAPTER 6: RAMP OPERATIONS COURSE  
TABLE OF CONTENTS**

<b>6.1</b>	<b>Ramp Operations Course</b>	
A.	General .....	1
B.	Ramp Operations Course Topics .....	1
C.	Training Outline .....	2

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## **CHAPTER 6: RAMP OPERATIONS COURSE**

### **6.1 Ramp Operations Course**

#### **A. General**

- 1) Applicability
  - a. The Ramp Operations Course is required onetime for persons working in the ATI aircraft, ramp, and warehouse environment and who are not under the direction of a qualified Planeside Representative or Loadmaster to enable them to safely perform ground servicing of ATI Aircraft using contractor provided loading equipment, cargo build-up, perform aircraft marshalling, and perform headset duties.
- 2) Prerequisites
  - a. None.
- 3) Limitations
  - a. Persons may not work in support of ATI aircraft or in the warehouse without receiving Ramp Operations Training.
- 4) Course Objective
  - a. Prepare persons to perform ground handling and cargo build-up for ATI aircraft.
- 5) Class Description
  - a. The course is taught in a classroom by an instructor. Approximate class time is 8-10 hours.
  - b. Class Size
    - (1) 1 - 25 students. Exceptions must be approved by Aircraft Ground Services management.
- 6) Completion Standard
  - a. Students must complete the presentation and successfully complete a written examination with a minimum passing score of 80%, corrected to 100%.

#### **B. Ramp Operations Course Topics**

- 1) Introduction
- 2) Ramp Equipment Rules
- 3) Gate Set Up
- 4) Ramp Equipment
- 5) Aircraft
- 6) Marshalling
- 7) Wing Walking
- 8) Loading / Unloading
- 9) Headset Duties
- 10) Departure Procedures
- 11) Final Examination

### **C. Training Outline**

- 1) Introduction
  - a. Class Information
  - b. Duties of Ramp Agents
  - c. Safety, Security, and Human Factors
- 2) Ramp Equipment Rules
  - a. General operating rules
    - (1) Manufacturers operating instructions and placards
    - (2) Area clear of personnel
    - (3) Rated capacity limit of equipment
    - (4) Tongues and hitches properly connected
    - (5) Passengers only in equipment with seats
    - (6) Avoid careless operation
    - (7) Use ground guides
  - b. Pre ops check
    - (1) Tire wear and inflation
    - (2) Lights
    - (3) Brakes, and emergency brake
    - (4) Horn
    - (5) Steering
    - (6) Fluid levels
  - c. Driving Rules
    - (1) Persons must be trained to operate equipment
    - (2) Use equipment for intended purpose
    - (3) Aircraft have right of way
    - (4) Don't drive under aircraft
    - (5) Don't drive between safety cones and aircraft
    - (6) Don't drive or park equipment where it may cause damage
    - (7) Speed limits
    - (8) Chock or restrain equipment to prevent movement

- 3) Gate Set Up
  - a. FOD check
  - b. Equipment pre-ops
  - c. Stage equipment
  - d. Stage freight
  - e. Position fire extinguisher
- 4) Ramp Equipment
  - a. Safe servicing of aircraft
- 5) Aircraft
  - a. Nose gear
  - b. Ground power panel, communications
  - c. Belly door operation
  - d. Belly net installation
  - e. Airstart connections
  - f. Main deck/cargo door operation
  - g. Restraint system
- 6) Marshalling
  - a. Responsibilities
  - b. Pre-plan parking location
  - c. Check ramp condition
  - d. Stage vehicles and equipment
  - e. Equipment
  - f. Position
  - g. Signals
- 7) Wing Walking
  - a. Requirements
  - b. Situational awareness
  - c. Signals
- 8) Loading/Unloading
  - a. Arrival
  - b. Position equipment
  - c. Freight and ULD handling

- d. Belly loading/unloading
  - e. Pallet/A Container loading/unloading
  - f. Container and ULD limits
- 9) Headset Duties
- a. Responsibilities of headset person
  - b. Signals to ground crew during engine start
  - c. Communication checklists
- 10) Departure Procedures
- a. Remove vehicles and GSE
  - b. FOD check
  - c. Main gear chocks
  - d. Safety cones
  - e. Last chance walkaround
  - f. Establish interphone communication
  - g. Monitor engine start
  - h. Remove GPU and air start
  - i. Remove nose gear chocks
  - j. Pushback
  - k. Disconnect interphone
  - l. Marshall aircraft out
- 11) Final Examination



**CHAPTER 7: PLANESIDE REPRESENTATIVE (INITIAL/RECURRENT)**  
**TABLE OF CONTENTS**

**7.1 Planeside Representative**

- A. General ..... 1
- B. Planeside Representative Course Topics (AGSM) ..... 1
- C. Training Outline ..... 2

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## **CHAPTER 7: PLANESIDE REPRESENTATIVE (INITIAL/RECURRENT)**

### **7.1 Planeside Representative**

#### **A. General**

- 1) Applicability
  - a. The Planeside Representative Course is required every 24 months for ATI employees, agents and/or contracted vendor persons working the ATI aircraft and ramp environment and who oversee and supervise ground servicing of ATI Aircraft.
- 2) Prerequisites
  - a. None.
- 3) Limitations
  - a. Persons who attend only the Planeside Representative Course may not perform work on Company aircraft unless they also receive Ground Security Coordinator Training, Weight & Balance (PSTL), and ATI IATA DG Category 10 Training.
- 4) Course Objective
  - a. The objective of this training is to provide each person who will perform the Planeside Representative function with a thorough understanding of the Aircraft Ground Services Manual and the necessary knowledge for the supervision of personnel used for aircraft ground handling and loading.
- 5) Class Description
  - a. The course may be taught by either classroom instruction or Computer Based Training. Approximate course time is 24 hours for Initial and Recurrent plus OJT.
- 6) Completion Standard
  - a. Students must complete the presentation and successfully complete a written examination with a minimum passing score of 80%.

#### **B. Planeside Representative Course Topics (AGSM)**

- 1) Introduction
- 2) Aircraft Dimensions
- 3) Aircraft Doors
- 4) Belly Nets
- 5) Main Deck Contour and Dimensions
- 6) Package Dimension Limits
- 7) Cargo Loading System
- 8) Aircraft Structural Loading Limitations
- 9) Shoring
- 10) Restraint Criteria
- 11) Aircraft Unit Load Devices & Tiedown Equipment

- 12) Normal Cargo Loads
- 13) ULD Center of Gravity
- 14) Principles of Restraint
- 15) Incompressible Cargo
- 16) Sharp Items
- 17) Oversize and Overhang Cargo
- 18) Other Special Cargo Loads
- 19) Load Plan Information
- 20) Safety and Security
- 21) Aircraft Load and Unload
- 22) Ground Support Equipment
- 23) Towing and Pushback
- 24) Marshalling Signals
- 25) Final Examination

### **C. Training Outline**

- 1) Introduction
  - a. Class Information
  - b. Duties of Planeside Representatives
  - c. Safety, Security, and Human Factors
- 2) Aircraft Dimensions
  - a. 757 Combis, 757's and 767's
- 3) Aircraft Doors
  - a. 757 Combis, 757's and 767's
    - (1) Dimensions
    - (2) Opening
    - (3) Closing
    - (4) Smoke Barriers

#### **NOTE**

This training does NOT qualify a planeside rep to open passenger doors on ATI 757-COMBI aircraft.

- 4) Belly Nets
  - a. 757 Combis, 757's and 767's
- 5) Main Deck Contour and Dimensions
  - a. 757 Combis, 757's and 767's
- 6) Package Dimension Limits
  - a. 757 Combis, 757's and 767's
- 7) Cargo Loading System
  - a. 757 Combis, 757's and 767's
- 8) Aircraft Structural Loading Limitations
  - a. 757 Combis, 757's and 767's
    - (1) Compartment Load Limitations
    - (2) Running Load Limitations
    - (3) Floor Load Limitations
    - (4) Floor Load Limitations for ULDs
    - (5) Cumulative Load Limitations
- 9) Shoring
  - a. General Information
  - b. Load Bearing Weight Calculation
- 10) Restraint Criteria
  - a. General Information
  - b. Load Restraint Requirements
- 11) Aircraft Unit Load Devices & Tiedown Equipment
  - a. General Information
  - b. Definitions
  - c. ULD TSO Tag
  - d. Commercial ULD Description
  - e. ULD Considerations
  - f. ULD Identification Code
  - g. 757 Combis, 757's and 767's Approved ULDs
  - h. Tiedown Equipment
  - i. Serviceability of ULDs
  - j. Inspection and Repair

- 12) Normal Cargo Loads
  - a. General Information
  - b. Containers and Load Formers
  - c. Pallet and Net Combination
- 13) ULD Center of Gravity
  - a. General Information
  - b. Longitudinal and Lateral Center of Gravity Limits
  - c. Vertical Center of Gravity Limits
  - d. Procedure for Maintaining ULD Center of Gravity Limits
- 14) Principles of Restraint
  - a. General Information
  - b. Principles 1-10
  - c. Calculations of Lashings
  - d. Local Restraint for Crash Load Factors
  - e. Local Restraint for Floating Pallets
- 15) Incompressible Cargo
  - a. General Information
  - b. Incompressible Cargo Calculation
  - c. Compressible (Frangible) Cargo
- 16) Sharp Items
  - a. General Information
  - b. Procedure for Loading Sharp Items
  - c. Cradle Methods
- 17) Oversize and Overhang Cargo
  - a. General Information
  - b. Tiedown Procedures
- 18) Cable Reels
  - a. General Information
  - b. Tiedown Methods
- 19) Other Special Cargo Loads
  - a. Perishable Cargo
  - b. Human Remains
  - c. Foodstuffs, Feed, and Postal Mail

- d. Hazardous Materials
  - e. Live Animals
  - f. Radio Frequency Identification Technology
- 20) Load Plan Information
- a. General Information
  - b. Load Plan Forms and Certification Statement
  - c. 757 Combi Manual Load Plan
  - d. 767's Load Plan forms
- 21) Safety and Security
- a. Safety Information
  - b. Security Information
- 22) Aircraft Load and Unload
- a. 757 Combi Sill Guard
  - b. Stagger Load Procedure
  - c. Unit Load Device Tag
  - d. Hazmat ULD Tag
  - e. Ramp Load Verification Sheet (RLVS)
  - f. Bulk Cargo
  - g. 757 Combis, 757's and 767'sBelly Load and Unload
  - h. 757 Combis, 757's and 767's & 757 Combi Main Deck Load and Unload
  - i. Combi Aircraft Load and Unload
  - j. Aircraft damage avoidance
- 23) Ground Support Equipment
- a. Service Points
  - b. GSE Arrangement
  - c. Crew Stairs
  - d. Belly (Belt) Loaders
  - e. Pallet Loader
  - f. Fire Extinguisher
  - g. Cargo Scales / Cargo Weight
  - h. Ground Power Unit
  - i. Airstart Unit
  - j. Pushback Tug and Towbar

- k. Unauthorized Equipment
- 24) Towing and Pushback
  - a. General Information
  - b. 757 Combis, 757's and 767's Procedures
- 25) Marshalling
  - a. General Information
  - b. Marshalling Signals
  - c. Wing walker Signals
- 26) Final Examination



**CHAPTER 8: AIR MOBILITY COMMAND (AMC) TRAINING (INITIAL/RECURRENT)**  
**TABLE OF CONTENTS**

<b>8.1</b>	<b>Air Mobility Command (AMC) Training (Initial/Recurrent)</b>	
A.	General .....	1
B.	Air Mobility Command (AMC) Training Topics.....	1
C.	Training Outline .....	2

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## **CHAPTER 8: AIR MOBILITY COMMAND (AMC) TRAINING (INITIAL/RECURRENT)**

### **8.1 Air Mobility Command (AMC) Training (Initial/Recurrent)**

#### **A. General**

- 1) Applicability
  - a. The Air Mobility Command (AMC) Training is required initially and every 24 months for ATI Planeside Representatives who oversee and supervise ground servicing of ATI Aircraft when loading and load control is performed to military standards as designated by the Air Force Air Mobility Command.
- 2) Prerequisites
  - a. Planeside Representative Course (Initial/Recurrent).
- 3) Limitations
  - a. Persons who attend the Air Mobility Command (AMC) Training may not perform Planeside Representative duties during Air Force AMC Charters / Combi Operations unless they are also a qualified Planeside Representative.
- 4) Course Objective
  - a. Provide persons who will perform Planeside Representative functions during Air Force AMC Charters / Combi Operations with a thorough understanding of the military standards and AMC contract as they pertain to aircraft ground handling and loading as designated by AMC.
- 5) Class Description
  - a. The course is taught using the computer based, Air Mobility Command (AMC) Training program. Approximate class time is 1-3 hours for both Initial and Recurrent.
- 6) Completion Standard
  - a. Students must complete the presentation and successfully complete a written examination with a minimum passing score of 80%.

#### **B. Air Mobility Command (AMC) Training Topics**

- 1) Introduction
- 2) General Responsibility
- 3) Passenger Care
- 4) Cargo Operation
- 5) Military Standards for Ground Handling
- 6) Security
- 7) Safety and Environmental
- 8) AFMAN 24-204 Military Hazardous Materials
- 9) Final Examination

## **C. Training Outline**

- 1) Introduction
  - a. AMC Planeside Operations Manual
  - b. Planeside Representative Training
  - c. Safety, Security, and Human Factors
- 2) General Responsibility
  - a. Duties of the Planeside Representative
  - b. Pre-operations
  - c. Planeside Operations
- 3) Passenger Care
  - a. Delays
  - b. Baggage Handling
- 4) Cargo Operation
  - a. Cargo Inspection
  - b. Loading / Unloading
  - c. Signature Service
- 5) Military Standards for Ground Handling
- 6) Security
  - a. Ground Security Coordinator
  - b. Ramp Security
  - c. Operational Emergencies
- 7) Safety and Environmental
  - a. Spill Response and Reporting
  - b. Aircraft Incident and Reporting
- 8) AFMAN 24-204
  - a. Introduction and familiarization
  - b. DOT-SP 7573
  - c. P-CODES
  - d. Attachment 22 PASSENGER MOVEMENT ON AIRCRAFT TRANSPORTING HAZARDOUS MATERIALS
  - e. Attachment 23 (USE OF CONTRACT CARRIERS)
- 9) Final Examination

**CHAPTER 9: WEIGHT AND BALANCE COURSE  
TABLE OF CONTENTS**

<b>9.1</b>	<b>Weight and Balance Course (PSTL) (Initial/Recurrent)</b>	
A.	General .....	1
B.	Weight and Balance Course Topics .....	2
C.	Training Outline .....	2

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## **CHAPTER 9: WEIGHT AND BALANCE COURSE**

### **9.1 Weight and Balance Course (PSTL) (Initial/Recurrent)**

#### **A. General**

- 1) Applicability
  - a. Weight and Balance is one of the most important factors affecting safety of flight. An overweight aircraft, or one whose CG is outside the allowable limits, is inefficient and dangerous to fly. The responsibility for proper Weight and Balance control begins with ATI and extends to ground operations persons who load the aircraft.
    - (1) The Weight and Balance Course (Initial) is required for persons who perform load planning or weight and balance duties before initially assigning them to perform those duties.
    - (2) The Weight and Balance Course (Recurrent) is required every 24 months for all persons who perform load planning or weight and balance duties before assigning them to continue to perform those duties.
- 2) Prerequisites
  - a. None.
- 3) Course Objective
  - a. Prepare persons to perform load planning and or weight and balance duties for ATI aircraft.
- 4) Class Description
  - a. Initial Course: This course is conducted in one classroom session (the class may be more than one session as dictated by the situation) or computer based training. Approximate class time is 8 hours. Students receive an instructor presentation and complete classroom exercises. Students will learn to use ATI weight and balance (PSTL) computers, complete load plans and load planner duties.
  - b. Recurrent Course: The course is taught using the computer based training, Weight and Balance Course. Approximate course time is 4 hours.
- 5) Instructor
  - a. Initial Course: This course may only be conducted by ATI Ground Training Instructors or Designated Ground Trainers.
  - b. Recurrent Course: The course is taught using the computer based, Weight and Balance Course.
- 6) Class Size
  - a. Initial Course: 1-12 students. Exceptions must be approved by Aircraft Ground Services management.
  - b. Recurrent Course: The course is taught using the computer based, Weight and Balance Course.
- 7) Completion Standard
  - a. Initial Course: Students must attend all classroom presentations and successfully complete a written examination with a minimum passing score of 80%.
  - b. Recurrent Course: Students must complete the presentation and successfully complete a written examination with a minimum passing score of 80%.

## **B. Weight and Balance Course Topics**

- 1) Introduction
- 2) Weight and Balance Terms and Definitions
- 3) Load Plan Forms
- 4) Weight and Balance Theory
- 5) Weight and Balance Computer Procedures (PSTL)
- 6) Load Plan Exercise
- 7) Communication With Flight Crew
- 8) Manual Weight & Balance (Adjusted)
- 9) Final Examination

## **C. Training Outline**

- 1) Introduction
  - a. Class Information
  - b. Safety, Security, and Human Factors
- 2) Weight and Balance Terms and Definitions
- 3) Load Plan Forms
  - a. Load Plan front completion
    - (1) Administrative box
    - (2) Main deck
    - (3) Belly compartments
    - (4) No Haz on board
  - b. Load Limitations and Procedures
    - (1) Compartment limits
    - (2) Shear limits
    - (3) Running Load limits
    - (4) Pre-operation procedures
    - (5) Departure procedures
    - (6) Aircraft File requirements
- 4) Weight and Balance Theory
  - a. Aircraft design
    - (1) Location of empty CG
    - (2) Ballast requirements



- b. Loading strategy
  - (1) Step loading
  - (2) Pyramid loading
  - (3) Full loads
  - (4) Partial loads
  - (5) Turn stations
  - (6) Custom loading
- 5) Weight and Balance Computer Procedures (PSTL)
  - a. Load Planner station
    - (1) Location on aircraft
    - (2) Power
  - b. Start up sequence
    - (1) Modify load
    - (2) New load plan
  - c. Main menu
  - d. Main deck weights
  - e. Belly weights
  - f. Fuel weight/passengers
  - g. Show load plan
  - h. Print load plan
    - (1) Printer operations
    - (2) Printer not operating procedures
  - i. Error screens
    - (1) Clearing error screens
    - (2) Resolving errors
  - j. Computer not operating procedures
- 6) Load Plan Exercise
  - a. Distribute loading exercise
  - b. Students complete load plan exercise
  - c. Enter load plan in Weight and Balance Computer
  - d. Print load plan information

- 7) Communication With Flight Crew
  - a. Haz paperwork
  - b. Cross Check procedures
  - c. Retaining documentation
- 8) Final Examination

**CHAPTER 10: SABLE LOAD PLANNER DIFFERENCES  
TABLE OF CONTENTS**

<b>10.1</b>	<b>SABLE Load Planner Differences</b>	
A.	General .....	1
B.	SABLE Load Planner Differences Course Topics .....	2
C.	Training Outline .....	2

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## **CHAPTER 10: SABLE LOAD PLANNER DIFFERENCES**

### **10.1 SABLE Load Planner Differences**

#### **A. General**

- 1) Applicability
  - a. The ATI SABLE Load Planner Differences Course is required initially and every 24 months for persons who are qualified SABLE load planners and who perform load planning or weight and balance duties for ATI aircraft. Load planning or weight and balance duties for ATI aircraft may include dangerous goods load planning, handling, and pilot notification. The training must be complete before initially assigning a person to perform these duties.
  - b. Persons successfully completing the SABLE Load Planner Differences Course are identified as Load Planners.
- 2) Prerequisites
  - a. To attend the initial course a student must have a current Load Planning/Weight and Balance SABLE System Qualification.
- 3) Limitations
  - a. This course does not qualify a person to use the ATI Weight & Balance (PSTL).
- 4) Course Objective
  - a. Prepare persons to perform load planning, weight and balance, dangerous goods placement, and pilot notification duties for ATI aircraft.
- 5) Class Description
  - a. This course is conducted in one classroom session (the class may be more than one session as dictated by the situation). Approximate class time is 3 hours for both Initial and Recurrent. Students receive an instructor presentation on the characteristics of the 767 & 757 and on load placement, segregating, and paperwork requirements for air transport of dangerous goods.
- 6) Instructor
  - a. This course may only be conducted by ATI Ground Training Instructors or Designated Ground Trainers.
- 7) Class Size
  - a. 1-12 students. Exceptions must be approved by Aircraft Ground Services management.
- 8) Completion Standard
  - a. Students must attend all classroom presentations and successfully complete a written examination with a minimum passing score of 80%.
- 9) Records
  - a. The contractor must provide written verification from the person designated to hold their training records, that each differences student has successfully completed the contractor's Load Planning/Weight and Balance SABLE System program.

## **B. SABLE Load Planner Differences Course Topics**

- 1) Introduction
- 2) SABLE Load Planner Dangerous Goods
- 3) 767 and 757 General Information
- 4) ATI SABLE Load Planner Procedures
- 5) Corrections to SABLE Documents
- 6) ATI SABLE Load Planner Duties when SABLE is Unavailable
- 7) Designated Ground Trainer Procedures (Designated Ground Trainer Course only)
- 8) Exam

## **C. Training Outline**

- 1) Introduction
  - a. Class Information
  - b. Duties of SABLE Load Planners
  - c. Safety, Security, and Human Factors
- 2) SABLE Load Planner Dangerous Goods
  - a. Awareness
  - b. Limitations
  - c. Dangerous Goods Loading
  - d. Pilot Notification
  - e. Safety
  - f. Dangerous Goods Security
- 3) 767 and 757 General Information
  - a. Terminology
  - b. Main Deck Compartment
  - c. Lower Deck Compartment
  - d. ULD Types and Configurations
  - e. Loading Limitations
- 4) ATI SABLE Load Planner Procedures
  - a. SABLE Load Planner Duties
- 5) Corrections to SABLE Documents
- 6) ATI SABLE Load Planner Duties when SABLE is Unavailable

- 7) Designated Ground Trainer Procedures (Designated Ground Trainer Course only)
  - a. SABLE Load Plan
  - b. SABLE Weight and Balance form
  - c. Pilot Notification Forms
  - d. 767 Load Verification Form
  - e. Final Exa757 Load Verification Form
- 8) mination

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**CHAPTER 11: RESERVED FOR FUTURE USE  
TABLE OF CONTENTS**

**11.1 Reserved**

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**CHAPTER 11: RESERVED FOR FUTURE USE**

**11.1 Reserved**

**INTENTIONAL  
BLANK**

**CHAPTER 12: GROUND SECURITY COORDINATOR  
TABLE OF CONTENTS**

<b>12.1</b>	<b>Ground Security Coordinator</b>	
A.	General .....	1
B.	Ground Security Coordinator Topics .....	1
C.	Training Outline .....	2

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## **CHAPTER 12: GROUND SECURITY COORDINATOR**

### **12.1 Ground Security Coordinator**

#### **A. General**

- 1) Applicability
  - a. The Ground Security Coordinator (GSC) Course is required initially and every 12 months for persons who perform ATI Ground Security Coordinator duties. Persons successfully completing the Ground Security Coordinator Course are identified as Ground Security Coordinators (GSC).
- 2) Prerequisites
  - a. None.
- 3) Course Objective
  - a. Prepare persons to perform Ground Security Coordinator duties for ATI aircraft.
- 4) Class Description
  - a. This course is taught in a classroom with an Instructor for Initial training and Computer Based Training for Recurrent.
- 5) Completion Standard
  - a. Students must complete the presentation and successfully complete a written examination with a minimum passing score of 85%.

#### **B. Ground Security Coordinator Topics**

- 1) Threat Analysis
- 2) Ground Security of Aircraft
- 3) Ground Security of Facilities
- 4) Controlling Access to Aircraft
- 5) Preboard Screening
- 6) GSC Duties and Responsibilities
- 7) Interface with the ISC, LEOs, Airport Operators' Security Personnel, and Ground Personnel
- 8) Areas Where Individuals or Objects may be Concealed in Aircraft and Facilities
- 9) Emergency Response Procedures
- 10) Liaison (Information Exchange)
- 11) Identification of Weapons, Explosives, Incendiaries and other Prohibited Items
- 12) Exam

### **C. Training Outline**

- 1) Threat analysis
  - a. Specific
  - b. Non-Specific
- 2) Ground security of aircraft
- 3) Ground security of facilities
- 4) Controlling access to aircraft
  - a. Define attended versus unattended aircraft
  - b. GSC's role
  - c. Describe procedures for securing unattended aircraft
  - d. Aircraft Search Procedures
- 5) Preboard Screening
  - a. Screening procedures and ID checks
  - b. Hand held metal detector procedures
  - c. Pat down search procedures
  - d. Physical search of property
- 6) GSC duties and responsibilities
  - a. Scope of GSC responsibilities
  - b. Major responsibilities
  - c. Key GSC Resources
  - d. Carry out ATI security measures for each departing flight
- 7) Interface with the ISC, LEOs, airport operators' security personnel, and ground personnel
  - a. GSC to ISC communication
  - b. GSC to LEO
  - c. GSC to Airport Security
- 8) Areas where individuals or objects may be concealed in aircraft and facilities
- 9) Emergency response procedures
  - a. Define Emergency
  - b. GSC Contacts
  - c. Define Threat types
- 10) Liaison (information exchange)



- 11) Identification of weapons, explosives, incendiaries and other prohibited items
  - a. Prohibited items
  - b. Permitted items
  - c. Items permitted in belly of aircraft only
  - d. Identify weapons, explosives, incendiaries
- 12) Exam

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**CHAPTER 13: AGSM TRAINING**  
**TABLE OF CONTENTS**

<b>13.1</b>	<b>AGSM Training</b>	
A.	General .....	1
B.	AGSM Training Topics .....	2
C.	Training Outline .....	3

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## **CHAPTER 13: AGSM TRAINING**

### **13.1 AGSM Training**

#### **A. General**

- 1) Applicability
  - a. The AGSM Training (Initial) is required for ATI employees, agents and/or contracted vendor persons working in the ATI aircraft and ramp environment and who oversee and supervise ground servicing of ATI Aircraft in addition to operating loading ground support equipment and performing aircraft marshalling and headset duties.
  - b. The AGSM Training (Recurrent) is required every 24 months for ATI employees, agents and/or contracted vendor persons working in the ATI aircraft and ramp environment and who oversee and supervise ground servicing of ATI Aircraft in addition to operating loading ground support equipment and performing aircraft marshalling and headset duties.
- 2) Prerequisites
  - a. Education: High School Diploma preferred; the ability to comprehend, perform, and interpret compound mathematical equations, such as calculating the number of cargo straps required to restrain a cargo piece.
  - b. Minimum Experience/Training Required: Previous aircraft cargo loading experience required; Previous supervisor experience preferred; Dangerous Goods/Hazardous Materials Training pertaining to the handling, storage and loading of cargo and baggage; Ground Security Coordinator Course.
  - c. Must have the ability to: Plan and control the work activities of subordinates while ensuring that ATI departure and arrival commitments are consistently met; Speak, read, and comprehend the English language; Read, comprehend, and apply technical information such as ATI Policies and Procedures; Professionally and effectively interact with others, such as ATI employees, flight crew/mechanics, and other contract employees such as fuelers, deicers, cartage drivers, etc.
- 3) Limitations
  - a. Persons who attend only the AGSM Training may not perform work on Company aircraft unless they also receive 1) Ground Security Coordinator Training, and 2) Hazardous Materials Training 3) PSTL Weight & Balance based on their Hazmat Employee Job Function.
- 4) Course Objective
  - a. The objective of this training is to provide each person who will perform the Planeside Representative and Loadmaster function with a thorough understanding of the Aircraft Ground Services Manual and the necessary knowledge for the supervision of personnel used for aircraft ground handling and loading.
- 5) Class Description
  - a. Initial Course: This course is conducted over classroom days. Approximate class time is 10 - 12 hours. Students receive an instructor presentation of the Aircraft Ground Services Manual in addition to training on specific standards in which the student is not satisfactorily knowledgeable and experienced. Followed by an open-book examination.
  - b. Recurrent Course: This course is conducted over one classroom day or computer based training. Approximate class time is 4-8 hours. Students receive an instructor review of the Aircraft Ground Services Manual followed by an open-book examination.

- 6) Instructor
  - a. This course may only be conducted by ATI Ground Training Instructors or Designated Ground Trainers.
- 7) Class Size
  - a. 1-12 students. Exceptions must be approved by Aircraft Ground Services management.
- 8) Completion Standard
  - a. Students must attend all classroom presentations and successfully complete a written examination with a minimum passing score of 80%. If the student scores less than 80%, they must complete Planeside Representative Initial training (with the approval of their supervisor).

## **B. AGSM Training Topics**

- 1) Introduction
- 2) Aircraft Dimensions
- 3) Aircraft Doors
- 4) Belly Nets
- 5) Main Deck Contour and Dimensions
- 6) Package Dimension Limits
- 7) Cargo Loading System
- 8) Aircraft Structural Loading Limitations
- 9) Shoring
- 10) Restraint Criteria
- 11) Aircraft Unit Load Devices & Tiedown Equipment
- 12) Normal Cargo Loads
- 13) ULD Center of Gravity
- 14) Principles of Restraint
- 15) Incompressible Cargo
- 16) Sharp Items
- 17) Oversize and Overhang Cargo
- 18) Other Special Cargo Loads
- 19) Load Plan Information
- 20) Safety and Security
- 21) Aircraft Load and Unload
- 22) Ground Support Equipment
- 23) Towing and Pushback

- 24) Marshalling Signals
- 25) Designated Ground Trainer Procedures (Designated Ground Trainer Course only)
- 26) Final Examination

### **C. Training Outline**

- 1) Introduction
  - a. Class Information
  - b. Duties of Planeside Representatives
  - c. Safety, Security, and Human Factors
- 2) Aircraft Dimensions
  - a. 767-200, -300
  - b. 757 Freighter & Combi'
- 3) Aircraft Doors
  - a. 767-200, -300
    - (1) Dimensions
    - (2) Opening
    - (3) Closing
  - b. 757 Freighter & Combis
    - (1) Dimensions
    - (2) Opening
    - (3) Closing
- 4) Belly Nets
  - a. 767-200, -300
  - b. 757 Freighter & Combis
- 5) Main Deck Contour and Dimensions
  - a. 767-200, -300
  - b. 757 Freighter & Combis
- 6) Package Dimension Limits
  - a. 767-200, -300
  - b. 757 Freighter & Combi

- 7) Cargo Loading System
  - a. 767-200, -300
  - b. 757 Freighter & Combi
- 8) Aircraft Structural Loading Limitations
  - a. 767-200, -300
    - (1) Compartment Load Limitations
    - (2) Running Load Limitations
    - (3) Floor Load Limitations
    - (4) Floor Load Limitations for ULDs
    - (5) Cumulative Load Limitations
  - b. 757 Freighter & Combi
    - (1) Compartment Load Limitations
    - (2) Running Load Limitations
    - (3) Floor Load Limitations
    - (4) Floor Load Limitations for ULDs
    - (5) Cumulative Load Limitations
- 9) Shoring
  - a. General Information
  - b. Load Bearing Weight Calculation
- 10) Restraint Criteria
  - a. General Information
  - b. Load Restraint Requirements
- 11) Aircraft Unit Load Devices & Tiedown Equipment
  - a. General Information
  - b. Definitions
  - c. ULD TSO Tag
  - d. Commercial ULD Description
  - e. ULD Considerations
  - f. ULD Identification Code
  - g. 767 Approved ULDs
  - h. 757 Approved ULDs



- i. Tiedown Equipment
  - j. Serviceability of ULDs
  - k. Inspection and Repair
- 12) Normal Cargo Loads
- a. General Information
  - b. Containers and Load Formers
  - c. Pallet and Net Combination
- 13) ULD Center of Gravity
- a. General Information
  - b. Longitudinal and Lateral Center of Gravity Limits
  - c. Vertical Center of Gravity Limits
  - d. Procedure for Maintaining ULD Center of Gravity Limits
- 14) Principles of Restraint
- a. General Information
  - b. Principles 1-10
  - c. Local Restraint for Crash Load Factors
- 15) Incompressible Cargo
- a. General Information
  - b. Incompressible Cargo Calculation
- 16) Sharp Items
- a. General Information
  - b. Procedure for Loading Sharp Items
  - c. Cradle Methods
- 17) Oversize and Overhang Cargo
- a. General Information
  - b. Tiedown Procedures
- 18) Other Special Cargo Loads (Cargo that is not contained in a ULD certified for the airplane CLS or enclosed in a cargo compartment certified for bulk loading is special cargo that requires special handling and securing/restraining procedures.)

**NOTE**

ATI is not authorized to carry special cargo.

- a. Perishable Cargo

- b. Human Remains
  - c. Foodstuffs, Feed, and Postal Mail
  - d. Hazardous Materials
  - e. Live Animals
  - f. Radio Frequency Identification Technology
- 19) Load Plan Information
- a. General Information
  - b. Load Plan Forms and Certification Statement
  - c. Baggage Weight Control
  - d. Last Minute PAX Weight Changes
  - e. Flight Attendant Weight and Index Table
  - f. 767 PAX Cumulative Loads
  - g. 767 Manual Load Plan
  - h. 767 PAX Manual Load Sheet
- 20) Safety and Security
- a. Safety Information
  - b. Security Information
- 21) Aircraft Load and Unload
- a. Stagger Load Procedure
  - b. Unit Load Device Tag
  - c. Hazmat ULD Tag
  - d. Ramp Load Verification Sheet (RLVS)
  - e. Lateral Imbalance
  - f. Bulk Cargo
  - g. 767-200, -300 Main Deck Load and Unload
  - h. 767-200, -300 Lower Deck Load and Unload
  - i. 757 Freighter & Combi Main Deck Load and Unload
  - j. 757 Freighter & Combi Belly Load and Unload
- 22) Ground Support Equipment
- a. Service Points
  - b. GSE Arrangement
  - c. Crew Stairs

- d. Belly (Belt) Loaders
  - e. Pallet Loader
  - f. Fire Extinguisher
  - g. Cargo Scales / Cargo Weight
  - h. Ground Power Unit
  - i. Airstart Unit
  - j. Pushback Tug and Towbar
  - k. Unauthorized Equipment
- 23) Towing and Pushback
- a. General Information
  - b. 767 Procedures
  - c. 757 Freighter & Combi Procedures
- 24) Marshalling
- a. General Information
  - b. Marshalling Signals
  - c. Wing walker Signals
- 25) Designated Ground Trainer Procedures (Designated Ground Trainer Course only)
- 26) Final Examination

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**APPENDIX  
TABLE OF CONTENTS**

**Appendix A: ATI Ground Training Instructors**

**A.1 ATI Ground Training Instructors..... 1**

**Appendix B: Designated Ground Trainer Evaluation Form**

**B.1 Designated Ground Trainer Evaluation Form ..... 1**

**Appendix C: Course Attendance And Certification Record**

**C.1 Course Attendance and Certification Record (AGSTM-01) ..... 1**

**Appendix D: Loadmaster Training Record**

**D.1 Loadmaster Training Record..... 1**

**Appendix E: Loadmaster Line Checks**

**E.1 Loadmaster Line Checks ..... 1**

**Appendix F: Course Certification - Miscellaneous**

**F.1 Course Certification - Miscellaneous ..... 1**

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**APPENDIX A: ATI GROUND TRAINING INSTRUCTORS**

**A.1 ATI Ground Training Instructors**


Instructor Name	Hazardous Materials Training	ATI IATA DG Cat 6 Differences	AGSM Training	Weight and Balance	GSC-Ground Security Coordinator	Ramp Operations
Dan Druckenmiller	Yes	Yes	Yes	Yes	Yes	Yes
James McNellis	Yes	Yes	Yes	Yes	Yes	Yes
Oscar Benavides	Yes	Yes	Yes	Yes	Yes	Yes
Brian McDonald	Yes	Yes	Yes	Yes	Yes	Yes
Mark Dawley	Yes	Yes	Yes	Yes	Yes	Yes
Anthony Fleming	No	No	No	No	No	Yes

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**APPENDIX B: DESIGNATED GROUND TRAINER EVALUATION FORM**

**B.1 Designated Ground Trainer Evaluation Form**

	<p><b>COURSE CERTIFICATION RAMP OPERATIONS</b></p>	<p>FORM ID: AGSTM-13 REVISION: ORIGINAL DATE: 08/30/17</p>																																										
<p><b>Designated Ground Trainer</b></p>		<table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td colspan="2" style="text-align: center; font-size: small;">OFFICIAL USE ONLY</td> </tr> <tr> <td style="width: 50%; text-align: center;">DATE ENTERED</td> <td style="width: 50%; text-align: center;">VERIFICATION</td> </tr> </table>	OFFICIAL USE ONLY		DATE ENTERED	VERIFICATION																																						
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<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #cccccc;"> <th style="width: 45%;">CORE COMPETENCIES</th> <th style="width: 10%;">RATING</th> <th style="width: 45%;">COMMENTS</th> </tr> </thead> <tbody> <tr style="background-color: #cccccc;"> <td colspan="3"><b>1. Communication</b></td> </tr> <tr> <td>1.1. Guidance and objectives</td> <td></td> <td rowspan="4"></td> </tr> <tr> <td>1.2. Convey information clearly</td> <td></td> </tr> <tr> <td>1.3. Demonstrate professional demeanor</td> <td></td> </tr> <tr> <td>1.4. Engagement of participants</td> <td></td> </tr> <tr style="background-color: #cccccc;"> <td colspan="3"><b>2. Presentation</b></td> </tr> <tr> <td>2.1. Knowledge of subject matter</td> <td></td> <td rowspan="4"></td> </tr> <tr> <td>2.2. Delivery of course content</td> <td></td> </tr> <tr> <td>2.3. Encourages class participation/interaction</td> <td></td> </tr> <tr> <td>2.4. Fielding questions</td> <td></td> </tr> <tr style="background-color: #cccccc;"> <td colspan="3"><b>3. Facilitation</b></td> </tr> <tr> <td>3.1. Management of materials</td> <td></td> <td rowspan="4"></td> </tr> <tr> <td>3.2. Duration of session</td> <td></td> </tr> <tr> <td>3.3. Testing</td> <td></td> </tr> <tr> <td>3.4. Records</td> <td></td> </tr> <tr> <td colspan="3" style="padding: 10px;"> <p>Summary:</p> </td> </tr> </tbody> </table>			CORE COMPETENCIES	RATING	COMMENTS	<b>1. Communication</b>			1.1. Guidance and objectives			1.2. Convey information clearly		1.3. Demonstrate professional demeanor		1.4. Engagement of participants		<b>2. Presentation</b>			2.1. Knowledge of subject matter			2.2. Delivery of course content		2.3. Encourages class participation/interaction		2.4. Fielding questions		<b>3. Facilitation</b>			3.1. Management of materials			3.2. Duration of session		3.3. Testing		3.4. Records		<p>Summary:</p>		
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<p>_____ Print Name</p>		<p>_____ Print Name</p>																																										



**COURSE CERTIFICATION**  
**RAMP OPERATIONS**

FORM ID: AGSTM-13  
REVISION: ORIGINAL  
DATE: 08/30/17

**U = Unsatisfactory    S = Satisfactory**

Competency	Criteria
<b>1. Communication</b>	
1.1. Guidance and objectives	<ul style="list-style-type: none"> <li>➤ Introduction and course objective               <ul style="list-style-type: none"> <li>○ Explanation of materials</li> <li>○ Follow along in the book</li> <li>○ Keep notes</li> <li>○ Complete roster neatly and completely</li> </ul> </li> </ul>
1.2. Convey information clearly	<ul style="list-style-type: none"> <li>➤ Maintains accuracy, brevity, and clarity</li> </ul>
1.3. Demonstrate professional demeanor	<ul style="list-style-type: none"> <li>➤ Trainer sets tone for class.               <ul style="list-style-type: none"> <li>○ Training is important for compliance</li> <li>○ Can be affable, but must remain goal-oriented.</li> </ul> </li> </ul>
1.4. Engagement of participants	<ul style="list-style-type: none"> <li>➤ Trainer maintains eye contact               <ul style="list-style-type: none"> <li>○ Creating learning conducive environment i.e. mitigating distractions</li> </ul> </li> </ul>
<b>2. Presentation</b>	
2.1. Knowledge of subject matter	<ul style="list-style-type: none"> <li>➤ ULD'S               <ul style="list-style-type: none"> <li>○ Components, installation, serviceability and loading</li> </ul> </li> <li>➤ Shows evidence of pursuing knowledge of job and industry standards and regulations</li> <li>➤ Able to share anecdotes to enhance content and contextualize procedures</li> </ul>
2.2. Delivery of course content	<ul style="list-style-type: none"> <li>➤ Use PowerPoint, but not rely on it; should be able to break away for dialogue</li> <li>➤ Reference the book and help everyone stay caught up</li> <li>➤ Adhering to Instructor checklist; i.e. timeline</li> <li>➤ Exposure to the materials is evident by trainers ability to relate and articulate training to operational situations to enhance learning</li> </ul>
2.3. Encourages class participation/interaction	<ul style="list-style-type: none"> <li>➤ Nurtures a culture of feedback</li> <li>➤ Learn from the class as well as teach</li> <li>➤ Has thought-provoking questions which are integrated into curriculum allowing participants to test their knowledge and critical thinking</li> </ul>
2.4. Fielding questions	<ul style="list-style-type: none"> <li>➤ Acknowledge/respond appropriately to questions</li> <li>➤ Using effective questioning techniques</li> <li>➤ Repackage concepts to inspire dialogue</li> <li>➤ During testing, able to help the participant               <ul style="list-style-type: none"> <li>○ Find correct page number, help reword question</li> </ul> </li> </ul>
<b>3. Facilitation</b>	
3.1 Management of materials	<ul style="list-style-type: none"> <li>➤ Has current revisions</li> <li>➤ Materials are in relatively good condition</li> <li>➤ Does not pass out the exam and answer sheet early</li> </ul>
3.2 Duration of session	<ul style="list-style-type: none"> <li>➤ The class meets minimum standard class time</li> <li>➤ Good balance of perceiving the needs of the group and taking needed breaks</li> </ul>
3.3 Testing	<ul style="list-style-type: none"> <li>➤ Ensure all answer sheets are properly completed</li> <li>➤ Understand grading criteria:               <ul style="list-style-type: none"> <li>○ Use correct percentages</li> <li>○ Circles PASS or FAIL</li> <li>○ Correct to 100% process</li> </ul> </li> </ul>
3.4 Records	<ul style="list-style-type: none"> <li>➤ Organize test in the order of the names on the roster</li> <li>➤ Scan each roster/test and send to ags@airtransport.cc</li> <li>➤ Retain documents at station in a locked filing cabinet in the same format submitted</li> </ul>



## CERTIFICATE OF COMPLETION

**ATI IATA CATEGORY 6 DIFFERENCES**

*ONLINE: MOODLE HAZARDOUS MATERIALS*

THIS IS TO CERTIFY THAT

# Homer Simpson

**Air Transport International**

Has completed the Air Transport International specific training program in using the IATA/ICAO Dangerous Goods Regulations covering General Philosophy, Limitations, List of Hazardous Materials, Labeling & Marking, Recognition of undeclared hazardous materials, storage & loading, Pilot's notification, provisions for passengers and crew, and emergency procedures.

Score: 100.00% Completed on July 2, 2014

1 Credits

*James M. McNellis*

**Aircraft Ground Services Manager**

As the employer, I certify that the above-named employee is properly trained for their job function and (if needed) has received additional DOT Safety and/or DOT Security Training per 49 CFR Part 179

Training provided by ATI, 145 Hunter Drive, Wilmington, OH 45177 1-937-366-5058

[www.airtransport.cc](http://www.airtransport.cc)

Original

FORM-AGSTM023

APPENDIX D: LOADMASTER TRAINING RECORD

D.1 Loadmaster Training Record



**LOADMASTER  
TRAINING  
RECORD**

Sensitive security information warning: The record contains sensitive security information that is controlled under 49 C.F.R Parts 15 and 1520. No part of this record may be disclosed to persons without a "need to know," as defined in 49 C.F.R parts 15 and 1520, except with written permission of the administrator of the transportation security administration or the secretary of transportation, unauthorized release may result in civil penalties or other action. For U.S Government agencies, Public disclosure governed by 5 U.S.C 552 and 49C.F.R. parts 15 and 1520.

ORIGINAL

1 MAY 2011

FORM LM 007

# ATI

## LOADMASTER TRAINING RECORD REQUIRED FORMS

NAME: \_\_\_\_\_ EMPLOYEE #: \_\_\_\_\_

*Check Off Forms As Completed*

### **SECTION ONE**

Required Training - Initial and Recurrent

- |   |                                     |
|---|-------------------------------------|
| <input type="checkbox"/> A/C Safety / Equipment EGRESS    | <input type="checkbox"/> Hazmat     |
| <input type="checkbox"/> AGSM                             | <input type="checkbox"/> DG         |
| <input type="checkbox"/> Special Permit                   |                                     |
| <input type="checkbox"/> GSC                              |                                     |
| <input type="checkbox"/> Load Plan (757/767 / SABLE/PSTL) | <input type="checkbox"/> LoadMaster |

### **SECTION TWO**

LoadMaster Flight Training Report

### **SECTION THREE**

LoadMaster Training Event Summary

### **SECTION FOUR**

LoadMaster Training Event Description

### **SECTION FIVE**

LoadMaster Training Proficiency Levels

Revision 1

14 August, 2014

FORM LM 004



**Section Two**

LOADMASTER FLIGHT TRAINING REPORT						
Training Period / Date		Training Status: Complete / Incomplete		Number of Upload/Downloads	Total Training Time	Overall Grade
Type of Training: 767-300		ULD Types:		Stations Visited:		
Configuration: Commercial Military		Horse Charter Floating		Other:	International Yes / No	DG's Yes / No
TRAINING EVENT LIST			Perf Level Required	Number Completed	Grade	Narrative (Remarks Required for grade of U or EP)
109	Loadmaster Forms(ALL)	P			Strengths:	
110	Checklist Usage/Discipline(ALL)	P				
116	Main Deck Loading(ALL)	P				
117	Belly Compartment Loading(ALL)	P				
118	Cargo Unloading(ALL)	P				
121	Main Cargo Door Operation(ALL)	F				
122	Belly Door Operation(ALL)	P				
123	Belly Door Operation(ALL)	P				
150	Directives and Publications(ALL)	P				
151	Situational Awareness(ALL)	P				
152	Judgement and Compliance(ALL)	P				
153	Safety and Security(ALL)	P				
160	Customs Procedures(ALL)	F				
170	PSTL Operation(767-200,-300)	P				Weaknesses:
210	DG Handling(ALL)	P				
211	DG Placement(ALL)	P				
212	DG Forms(ALL)	F				
230	Emergency Egress(ALL)	F				
235	Emergency Equipment (ALL)	F				
300	Cargo Restraint (ALL)	F				
301	Overhang/Oversized Cargo(ALL)	F				
302	Sharps(ALL)	F				
900	Crew Expectations(ALL)	F				
731	Forward Belly Pallet Loading(767-300)	F			Recommendations:	
732	Main Deck Configurations(767-200,-300)	F				
734	Manual Load Planning(767-200, -300)	F				
Trainer		Student			Next Trainer Initials	Reviewer and Title





**Section Four**

**Air Transport International**

Loadmaster Training Event Description

LMFTXXX(767-200,76-300) – Loadmaster Flying Training

LMFT109 – **Loadmaster Forms**(ALL) – During all ground and air operations all required forms were complete, accurate, readable and accomplished on time. Can find all required forms onboard the aircraft. This includes discussion or usage of the loadplan acceptance and hazmat NOTOC sticker.

LMFT110 – **Checklist Usage/Discipline**(ALL) – Includes completion of all formal checklist procedures used to complete flight.

LMFT116 – **Main Deck Loading** (ALL) – Demonstrated a thorough knowledge of required procedures as outlined in the AGSM and applicable other publications. Coordination with ground handlers (or equivalent) on cargo loading matters.

LMFT117 – **Belly Compartment Loading**(767-200 & 767-300) – Ensure belly loading procedures are complied with to include placement of cargo, securing hazardous cargo, and all other requirements for the load per the AGSM.

LMFT118 – **Cargo Unloading** (ALL) – Demonstrated a thorough knowledge of required procedures as outlined in the AGSM and applicable other publications. Coordination with ground handlers (or equivalent) on cargo unloading matters.

LMFT121 – **Main Cargo Door Operation** (767-200 & 767-300) – Operation of Main Cargo Door

LMFT122 – **Belly Door Operation** ( 767-200 & 767-300) – Opening and Closing of Forward/Aft, and Bulk Cargo belly doors.

LMFT123 – **Belly Control Panel** – (767-200 & 767-300) Demonstrate proper operation of belly cargo control (can be accomplished with simulated ULD's)

LMFT150 – **Directives and Publications** (ALL)– Publications used are up to date. Possess knowledge of all applicable aircraft publications and procedures and understood how to apply this knowledge to enhance flight accomplishment.

LMFT151 – **Situational Awareness** (ALL)– Executed the assigned flight in a timely, efficient manner, and demonstrated strict professional flight and crew discipline, conducted flight with a sense of understanding and comprehension.

LMFT152 – **Judgment and Compliance** (ALL)– Prepared and completed flight in compliance with existing regulations and directives, demonstrated knowledge of operating procedures and restrictions, Decisions were logical and did not jeopardize or complicate the situation.

LMFT153 – **Safety and Security** (ALL)– Aware and complied with all safety and aircraft security factors required for operations and flight accomplishment.

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**Section Four**

**Air Transport International**

**Loadmaster Training Event Description**

LMFT160 – **Customs Procedures** (ALL)– Complete all required customs form for flight accomplishment. This should include discussion demonstration in completion of forms: CF7507, I-94, I-92, LM002 , and Crew Members Declaration per the Loadmasters Manual.

LMFT210 – **DG Handling** (ALL) – Properly position Dangerous Goods on the aircraft, comprehension and completion of all applicable Dangerous Good forms to include NOTOCS. Can find all required publications onboard the aircraft.

LMFT211 – **DG Placement** (ALL) – Load plan and ensure DG’s are loaded IAW current regulations. Student should demonstrate knowledge of Cargo Aircraft Only DG Placement , radioactive, animals vs DG’s.

LMFT212 – **DG Forms** (ALL) – Review of the NOTOC, Gen Decs, and any other applicable paperwork for the Dangerous Goods Carried. Includes use of the NOTOC DG Sticker.

LMFT230 – **Emergency Egress** (ALL) – Review evacuation procedures for land and water emergencies.

LMFT235 – **Emergency Equipment** (ALL) - Review location and usage of emergency equipment on the aircraft. i.e. oxygen masks, fire extinguishers, flotation devices

LMFT300 – **Cargo Restraint** (ALL) – as a minimum discuss cargo restraint procedures per the AGSM use actual cargo load to demonstrate examples if possible. Floating pallet restraint procedures should be discussed.

LMFT301 – **Overhang/Oversized Cargo** (ALL) – discuss overhang and oversized cargo procedures per the AGSM. The instructor should create an exercise of mated pallets during loading operations using the current cargo load.

LMFT302 – **Sharps** (ALL)– discussion of loading sharps in the main deck and belly compartments IAW AGSM.

LMFT900 – **Crew Expectations** (ALL) – Have the student talk with the Pilots and Flight Engineer(if applicable), about their expectations of the Loadmaster. This should be accomplished with different crews to get a variety of answers.

**Section Five**

**Training Proficiency Level Grade**

U – **Extremely Limited.** Individual can do most activities only after being told or shown how.


S – **Partially Proficient.** Individual can do most of the activity, but not necessarily to the desired levels of speed, accuracy, and safety.

P - **Proficient.** Individual can do and show others how to do the activity at the minimum acceptable levels of speed, accuracy, and safety without assistance. Trainers must be able to demonstrate, and instruct item.

F – **Familiar.** Individual is knowledgeable about the activity, performance of the activity itself is not required. (This grade is only used when the required performance level is an F)

**APPENDIX E: LOADMASTER LINE CHECKS**

**E.1 Loadmaster Line Checks**

		<table border="1" style="width:100%; border-collapse: collapse;"> <tr><td align="center" colspan="2">OFFICE USE ONLY</td></tr> <tr><td> </td><td> </td></tr> <tr><td>DATE ENTERED</td><td>VERIFICATION</td></tr> </table>		OFFICE USE ONLY				DATE ENTERED	VERIFICATION
		OFFICE USE ONLY							
DATE ENTERED	VERIFICATION								
<p><b>LOADMASTER/PSR LINE CHECK</b></p>									
Name _____ <small>(Print)</small>		Employee # _____ <small>(If Applicable)</small>		Date of Check _____					
Routing:	Block Time:	Flight Number(s)	Airplane Registration	Log Page #					
Types of Training:									
Initial New-Hire (ILC)		No Notice (NNLC)		Recurrent (RLC)					
Requalification (QLC)									
Aircraft: 757(COMBI) 757F 767-200/300      Legend: S =Satisfactory U =Unsatisfactory N=Not Observed N/A=Not Applicable									
<b>PRE-DEPARTURE</b>			<b>PRE-DEPARTURE</b>						
Manual Revisions			Weight & Balance-Checked						
ID/Passport/Visa			Applicable customer and customs paperwork-checked						
Obtain required paperwork & contact appropriate dept.			Crew & Courier Briefing						
Uniform			Loose Equipment Secured						
<b>PREFLIGHT PROCEDURES</b>			<b>IN-FLIGHT</b>						
Security Check-complete			Cargo/Couriers Secured-Checked						
PSTL & Printer-checked			Customs/Cargo paperwork filled out -Checked						
Emergency Equipment-Checked and Secured			9G Net Secure-Checked						
Cargo Door Operation & Main Deck Locks-Checked			<b>AFTER LANDING</b>						
Belly Door Operation/Control & Floor-Checked			Documentation & International Waste						
Cargo is damage and leak free-Checked			<b>CARGO UNLOADING</b>						
Cargo secured to ULD-Checked			Cargo Door & Belly Door-Checked						
ULD Airworthiness-Checked			Belly Nets Secure-Checked						
Nets & Straps serviceable and proper restraint-Checked			Main Deck Cargo monitored for unloading						
Cargo Security Inspection-Checked			Belly Compartments monitored for unloading						
<b>DANGEROUS GOODS</b>			<b>GENERAL</b>						
Verify Documentation is properly filled out-Checked			Compliance with company procedures						
Compatibility/Hazard & Handling Labels-Checked			Judgment						
NOTOC completed & labels placed accordingly-Checked			Crew Resource Management (CRM)						
Acceptance(49 CFR or IATA DG Regulation)			Supervisor Ability						
Inspection (49 CFR or IATA DG Regulation)			Live Animal Procedures						
<b>CARGO LOADING</b>			General Knowledge(AGSM, AGSTM, Hazmat, W & B)						
Load planning complete-Checked			Use of Checklist						
Main Deck Cargo monitored for loading			Prioritization of Tasks						
Belly Compartments monitored for loading			Safety & Security Consciousness						
Belly nets/9G nets secured-Checked			Aircraft Limitations						
Belly & Main Deck Doors closed and secured-Checked									



<b>CERTIFICATE OF LOADMASTER/PSR QUALIFICATION-CERTIFICATION</b>			<b>DATE COMPLETED</b>
<b>I.</b>			
<b>NAME:</b>		<b>EMPLOYEE #</b>	<b>ELIGIBILITY PERIOD:</b>
ORGANIZATION AND LOCATION LNAA-Lehigh Northampton Airport Authority- ABE			
<b>II. QUALIFICATION</b>			
<b>QUALIFICATION LEVEL</b>		<b>RESTRICTION</b> (Explain in Comments)	<b>ADDITIONAL</b>
<b>CERTIFIED</b>	<b>UNCERTIFIED</b>		
		YES NO	<b>DUE DATES:</b>
<b>COMMENTS</b>			
<b>III. CERTIFICATION</b>			
<b>TYPED NAME AND POSITION</b>	<b>ORGANIZATION</b>	<b>SIGNATURE</b>	<b>DATE</b>
I CERTIFY that I have been briefed and understand the action being taken this date.			
<b>DATE</b>			



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**Index of References**

<u>Reference</u>	<u>Chap/Page No.</u>	<u>Reference.</u>	<u>Chap/Page No.</u>
14 CFR 119.43(b)(2)	AGSTM - 1-1		
14 CFR 121 Appendix O	AGSTM - 1-1		
14 CFR 121.1001	AGSTM - 1-1		
14 CFR 121.1002	AGSTM - 1-1		
14 CFR 121.1003	AGSTM - 1-1		
14 CFR 121.1004	AGSTM - 1-1		
14 CFR 121.1005	AGSTM - 1-1		
14 CFR 121.1006	AGSTM - 1-1		
14 CFR 121.1007	AGSTM - 1-1		
14 CFR 121.133	AGSTM - 1-1		
14 CFR 121.135	AGSTM - 1-1		
14 CFR 121.135(a)(1)	AGSTM - 1-1		
14 CFR 121.137(a)(1)	AGSTM - 1-2		
14 CFR 121.137(a)(2)	AGSTM - 1-2		
14 CFR 121.137(a)(3)	AGSTM - 1-2		
14 CFR 121.137(b)	AGSTM - 1-2		
14 CFR 121.137(c)	AGSTM - 1-2		
14 CFR 121.400	AGSTM - 1-1		
14 CFR 121.665	AGSTM - 1-1		
14 CFR 121.693	AGSTM - 1-1		
14 CFR 121.697	AGSTM - 1-1		
14 CFR 5.3	AGSTM - 1-1		
REF 49 CFR Parts 100-188	AGSTM - 1-1		
REF 49 CFR Parts 1540 - 1544	AGSTM - 1-1		

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