

## NOS PSSPO108 Passenger vessel operations

### Unit PSSPO108.6 Process baggage (SQA Unit Code-H78M 04)

#### Performance Criteria

##### You must be able to

##### Process baggage

1. assess baggage to be processed, identifying its destination and any factors that require special attention when processing
2. ensure that any damaged, unlabelled, unaccompanied, or suspect baggage are dealt with
3. ensure any baggage requiring security assessment is referred immediately to the relevant authority
4. ensure that baggage is moved on time to the correct location using the most suited method of transport
5. ensure that all care is taken to avoid causing damage to baggage being processed
6. handle heavy baggage safely, following organisational procedures
7. handle any damaged or awkwardly shaped baggage carefully and securely
8. report any lost, unclaimed or damaged baggage
9. monitor all activities and the whereabouts of individuals within the vicinity of the operations, and take appropriate action to address any unsafe situations

#### Knowledge and understanding

##### You need to know and understand

1. organisational procedures for storing unaccompanied baggage, and for dealing with awkward-shaped, damaged, unclaimed or suspect baggage
2. how other port operations may impact upon the baggage handling process
3. organisational procedures for identifying, sorting and moving baggage
4. organisational procedures for storing unaccompanied baggage, and for dealing with awkward-shaped, damaged, unclaimed or suspect baggage

#### Scope

1. **Relevant information appropriate to preparing for the movement of vehicles, should include:** sailing times, vehicle numbers, the vessel's berth and details relevant to onward travel arrangements

#### Glossary

2. **Hazard:** a hazard is something with potential to cause harm
3. **Risk:** a risk is the likelihood of the hazard's potential being realised