

Terms of Reference

- To ensure that each day, report on time and follow duty roster area (Counter, Sorting and Loading)
- Check the condition of the baggage and if not secured or closed properly then inform the check-in agent accordingly.
- Ensure that checked baggage's are tagged correctly for the correct destination.
- Ensure that baggage is segregated flight wise as marked on the baggage tag and placed in the correct baggage trolley.
- Ensure to use the Bingo chart to keep a physical count of the baggage loaded on the aircraft.
- Before starting the loading, check the aircraft cargo holds for any remaining baggage/cargo from the previous flight
- Ensure that all loadings are done as per instruction received from the Loading Supervisor.
- Ensure that business class baggage are loaded last and offloaded first.
- Must ensure that loads are not mixed inside the hold for the different sectors.
- Ensure to use the Bingo chart at the time of loading to keep a physical count of total baggage loaded on the aircraft.
- To ensure that leave is availed through proper office procedures.
- To help clear the airside of any FOD (foreign object debris)
- To ensure proper conduct at the airside and refrain from any tomfoolery at the airside. The airside is not the place for any shenanigans.