

Title	Plan and coordinate cargo operations		
Level	4	Credits	25

Purpose	People credited with this unit standard are able to: organise the receipt and dispatch of cargo; pre-plan the cargo operation; oversee planning during cargo operations; and complete cargo operations.
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Classification	Stevedoring and Ports Industry > Cargo Operations
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Available grade	Achieved
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Guidance Information

- 1 Legislative and regulatory requirements relevant to this unit standard include –
Health and Safety at Work Act 2015;
Maritime Transport Act 1994;
Resource Management Act 1991;
Approved Code of Practice for Health and Safety in Port Operations, available at [Health and safety in port operations | WorkSafe](#);
New Zealand Port and Harbour Marine Safety Code, available at [New Zealand Port and Harbour Marine Safety Code - Maritime NZ](#);
IMDG (International Maritime Dangerous Goods) Code, available at www.imo.org.
- 2 Any new, amended or replacement Acts, regulations, standards, codes of practice, guidelines, or authority requirements or conditions affecting this unit standard will take precedence for assessment purposes, pending review of this unit standard.
- 3 Evidence presented for assessment against this unit standard must be consistent with safe working practices and be in accordance with company requirements, legislative requirements and regulatory requirements.
- 4 Definitions
Company requirements refer to instructions to staff on policy and procedures that are available in the workplace. These requirements may include – company policies and procedures, work instructions and legislative requirements.
Regulatory requirements refer to regulations set by but not limited to the New Zealand Customs Service, Ministry for Primary Industries and WorkSafe New Zealand.

Outcomes and performance criteria

Outcome 1

Organise the receipt and dispatch of cargo.

Performance criteria

1.1 Cargo information is received and communicated to all designated parties.

Range at least four parties which may include – agents, ports authority, cargo owners, shipping company planners, border agency/ies.

Outcome 2

Pre-plan the cargo operation.

Performance criteria

2.1 Estimated time of arrival is determined, and berth and adequate space are allocated and made available for the safe and efficient conduct of cargo operations.

2.2 The most up-to-date work plans and cargo information are made available to designated personnel.

2.3 Sufficient labour, transport, and cargo handling equipment is ordered to enable cargo operations to commence and proceed.

2.4 Information required for the conduct of safe and efficient cargo operations is communicated to the parties responsible for the vessel exchange.

Range port agent, person/s in charge of the operation, marshalling company.

Outcome 3

Oversee planning during cargo operations.

Performance criteria

3.1 An initial stow plan is agreed with the ship personnel.

3.2 Additional and/or cancelled cargo is recorded, and stow plan is adjusted accordingly.

3.3 The operation is monitored, and planning adjusted where necessary, to maintain safety and productivity.

3.4 Designated parties are advised of any changes to plans.

Outcome 4

Complete cargo operations.

Performance criteria

- 4.1 Final cargo figures (loaded and/or unloaded) are checked and final stow plan is completed.
- 4.2 Stow plans are distributed.
- Range ship, ship's agent; stevedore at next port of call; may include – central planner.
- 4.3 Copies of stow plans are retained for company records.
- 4.4 Final operation reports are produced.
- Range may include – departure plans, departure times, productivity rates, invoice tonnages, exception report/s.

Planned review date	31 December 2024
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	26 November 1997	31 December 2023
Revision	2	23 April 1999	31 December 2023
Revision	3	10 April 2000	31 December 2023
Review	4	25 February 2003	31 December 2023
Rollover and Revision	5	17 September 2015	31 December 2023
Review	6	24 February 2022	N/A

Consent and Moderation Requirements (CMR) reference	0014
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Comments on this unit standard

Please contact Hanga-Aro-Rau Manufacturing, Engineering and Logistics Workforce Development Council qualifications@hangaarorau.nz if you wish to suggest changes to the content of this unit standard.