

Title	Plan and coordinate cargo operations		
Level	4	Credits	25

Purpose	<p>This unit standard is for people who plan and coordinate loading and unloading of cargo to and from vessels.</p> <p>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.</p>
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Classification	Stevedoring and Ports Industry > Cargo Operations
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Available grade	Achieved
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Entry information	
Critical health and safety prerequisites	Open.

Explanatory notes

- 1 Compliance requirements include but are not limited to - Health and Safety in Employment Act 1992, Maritime Transport Act 1994, Harbours Act 1950, General Harbour (Safe Working Load) Regulations 1982, and General Harbour (Ship, Cargo, Dock Safety) Regulations 1968, and IMDG Code.
- 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 Reference
IMDG (International Maritime Dangerous Goods) Code, current amendment, published by the International Maritime Organisation, www.imo.org.
- 4 Definition
Company policies and procedures refers to relevant workplace documents which are current and accessible to candidates, trainers, and assessors, and which comply with legal requirements.

Outcomes and evidence requirements

Outcome 1

Organise the receipt and dispatch of cargo.

Evidence requirements

1.1 Designated regulatory services' requirements are complied with in accordance with company policies and procedures.

Range regulatory services may include but are not limited to - New Zealand Customs Service, Ministry for Primary Industries, WorkSafe New Zealand.

1.2 Cargo information is received and communicated to all designated parties in accordance with company policies and procedures.

Range at least four parties which may include but are not limited to - agents, ports authority, cargo owners, shipping company planners, border agency/ies.

Outcome 2

Pre-plan the cargo operation.

Evidence requirements

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 in accordance with company policies and procedures.

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.

Evidence requirements

3.1 An initial stow plan is agreed with the ship.

- 3.2 Additional and/or cancelled cargo is recorded in accordance with company policies and procedures, 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.

Evidence requirements

- 4.1 Final cargo figures (loaded and/or unloaded) are checked and final stow plan is completed in accordance with client and/or company policies and procedures.
- 4.2 Stow plans are distributed in accordance with contractual obligations and company policies and procedures.
- 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 in accordance with company policies and procedures.
- 4.4 Final operation reports are produced in accordance with company policies and procedures.
- Range may include but is not limited to - departure plans, departure times, productivity rates, invoice tonnages, exception report/s.

Planned review date	31 December 2020
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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	N/A
Revision	2	23 April 1999	N/A
Revision	3	10 April 2000	N/A
Review	4	25 February 2003	N/A
Rollover and Revision	5	17 September 2015	N/A

Consent and Moderation Requirements (CMR) reference	0145
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Please note

Providers must be granted consent to assess against standards (accredited) by NZQA, before they can report credits from assessment against unit standards or deliver courses of study leading to that assessment.

Industry Training Organisations must be granted consent to assess against standards by NZQA before they can register credits from assessment against unit standards.

Providers and Industry Training Organisations, which have been granted consent and which are assessing against unit standards must engage with the moderation system that applies to those standards.

Requirements for consent to assess and an outline of the moderation system that applies to this standard are outlined in the Consent and Moderation Requirements (CMR). The CMR also includes useful information about special requirements for organisations wishing to develop education and training programmes, such as minimum qualifications for tutors and assessors, and special resource requirements.

Comments on this unit standard

Please contact the SSB ssb@email.address if you wish to suggest changes to the content of this unit standard.