

|              |  |                |          |
|--------------|--|----------------|----------|
| <b>Title</b> | <b>Demonstrate knowledge of transport insurance claims and prepare an insurance claim file</b> |                |          |
| <b>Level</b> | <b>4</b>   | <b>Credits</b> | <b>5</b> |

|                |  |
|----------------|--|
| <b>Purpose</b> | People credited with this unit standard are able to: explain the terms used to lodge a transport insurance claim; identify carrier's limited liability; explain the insurance claims process; and prepare an insurance claim file. |
|----------------|--|

|                       |                                |
|-----------------------|--------------------------------|
| <b>Classification</b> | Logistics > Freight Forwarding |
|-----------------------|--------------------------------|

|                        |          |
|------------------------|----------|
| <b>Available grade</b> | Achieved |
|------------------------|----------|

---

### Guidance Information

- 1 Legal and formal requirements to be complied with include:  
Insurance Intermediaries Act 1994;  
Insurance Law Reform Act 1977;  
Marine Insurance Act 1908.
- 2 For the purposes of assessment against this unit standard, any new, amended, or replacement legislation, regulations, Rules, standards, and codes of practice affecting the outcome of this unit standard will take precedence, pending review of this unit standard.
- 3 *Organisational requirements* include – any legal requirements, standards, codes of practice, organisational and/or site policies and procedures, industry best practice and manufacturers' instructions. These must be available to candidates, providers, and assessors.

---

### Outcomes and performance criteria

#### Outcome 1

Explain the terms used to lodge a transport insurance claim.

#### Performance criteria

- 1.1 The terms used to lodge a transport insurance claim are explained.
 

|       |  |
|-------|--|
| Range | proximate clause, general average, value claim, in lien, liability, subrogation, certificate of insurance, insured voyage, debris, open marine policy, pro forma claim, release and discharge. |
|-------|--|

**Outcome 2**

Identify carrier's limited liability.

**Performance criteria**

2.1 The carrier's limited liability for commercial cargo is identified in accordance with the contract of carriage.

Range international air, domestic air, international sea, coastal sea, long haul road, short haul road, rail.

**Outcome 3**

Explain the insurance claims process.

**Performance criteria**

3.1 The insurance claims process is explained in accordance with organisational requirements.

Range may include – verbal notification, pro forma lodgement, carrier notification, survey inspection, compilation of documents, time bar.

**Outcome 4**

Prepare an insurance claim file.

**Performance criteria**

4.1 A claim file containing documents and data that will enable an indemnity settlement to be calculated is prepared in accordance with the insurance agreement.

Range documents may include – bill of lading, commercial invoice, freight invoices, insurance certificate, carter's note, proof of delivery, exception without prejudice (EWP), cargo claims form, proforma claim, value claim, receipt and indemnity.

---

|                            |                  |
|----------------------------|------------------|
| <b>Planned review date</b> | 31 December 2025 |
|----------------------------|------------------|

**Status information and last date for assessment for superseded versions**

| Process      | Version | Date              | Last Date for Assessment |
|--------------|---------|-------------------|--------------------------|
| Registration | 1       | 30 September 1998 | 31 December 2023         |
| Review       | 2       | 26 July 2005      | 31 December 2023         |
| Review       | 3       | 17 June 2011      | 31 December 2023         |
| Review       | 4       | 27 May 2021       | N/A                      |

**Consent and Moderation Requirements (CMR) reference**

0014

This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

**Comments on this unit standard**

Please contact MITO New Zealand Incorporated [info@mito.org.nz](mailto:info@mito.org.nz) if you wish to suggest changes to the content of this unit standard.