

Title	Demonstrate knowledge of and process import documentation that governs the carriage of international goods		
Level	3	Credits	7

Purpose	People credited with this unit standard are able to: demonstrate knowledge of import documentation processing; process import documentation; and process release documentation.
----------------	---

Classification	Logistics > Freight Forwarding
-----------------------	--------------------------------

Available grade	Achieved
------------------------	----------

Guidance Information

- Legal and formal requirements to be complied with include:
 Biosecurity Act 1993;
 Civil Aviation Act 1990;
 Customs and Excise Act 2018;
 Hazardous Substance and New Organisms Act (HSNO) 1996;
 Managing biosecurity risks associated with high-risk sea containers (Ministry for Primary Industries) May 2006, available at
<https://www.oag.govt.nz/2006/maf/part3.htm>;
 Maritime Transport Act 1994;
 Tariff Act 1988;
 Trade in Endangered Species Act 1989.
- 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.
- Definitions
Border control may include NZ Customs, Ministry of Health, and Ministry for Primary Industries.
Demurrage means charges for the delayed collection of containers at port of discharge or if the containers have not been collected from the ports within the period.
Detention means charges for the delayed return of shipping line equipment in exceedance of a stipulated period during loading and unloading of containers outside terminals.
Documentation means the information contained within a manual or an electronic processing system that govern the import of goods. It may include but is not limited to – manifests, dangerous goods certificates, reefer (refrigerated container) requirements, bills of lading, air waybills, delivery orders, arrival notifications.

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.

- 4 Evidence of six consignments (three air and three sea) is required for outcomes 2 and 3.

Outcomes and performance criteria

Outcome 1

Demonstrate knowledge of import documentation processing.

Performance criteria

- 1.1 The steps required to process import documentation are explained in accordance with organisational requirements.
- Range may include – collate documentation, report to relevant government authorities, identify other government authorities, liaise with airline and/or shipping line, process payment of charges, arrange delivery.
- 1.2 The documentation required for the import process is identified in accordance with legislative and organisational requirements.
- 1.3 Considerations to be taken into account when completing release documentation are explained.
- Range may include – need for expedition within detention and demurrage limitations, container returns to depot, charges for storage and terminal fees.

Outcome 2

Process import documentation.

Performance criteria

- 2.1 Import documentation is processed in accordance with border control legislation and organisational requirements.

Outcome 3

Process release documentation.

Performance criteria

3.1 Release requirements are confirmed to have been met.

Range may include – NZ Customs, Ministry for Primary Industries, shipping company, airline.

3.2 Release documentation is processed, and delivery orders are confirmed to have been surrendered in exchange for cargo.

Range may include – surrender of original bill of lading and/or waybills, meeting payment requirements.

Planned review date	31 December 2025
----------------------------	------------------

Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	26 July 2005	31 December 2023
Review	2	17 June 2011	31 December 2023
Review	3	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 if you wish to suggest changes to the content of this unit standard.