

<b>Title</b>	<b>Apply knowledge of documentation required for the transportation of goods by road</b>		
<b>Level</b>	<b>2</b>	<b>Credits</b>	<b>3</b>

<b>Purpose</b>	People credited with this unit standard are able to: explain documentation requirements for the transportation of goods by road; and use documentation relevant to own job while transporting goods by road.
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<b>Classification</b>	Commercial Road Transport > Commercial Road Transport Skills
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<b>Available grade</b>	Achieved
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<b>Prerequisites</b>	Drivers must hold a current full driver licence appropriate to the class of vehicle being driven.
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### Guidance Information

- 1 Legislation, regulations, references and/or industry standards relevant to this unit standard include but are not limited to the:
  - Contract and Commercial Law Act 2017;
  - Health and Safety at Work Act 2015;
  - Land Transport Act 1998;
  - Resource Management Act 1991.
  - Land Transport Rule: Dangerous Goods 2005;
  - Land Transport (Driver Licensing) Rule 1999.

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.

- 2 Definitions
 

*Documentation* refers to driver logbook, manifests, consignment notes, driver's instructions, waybills, Dangerous Goods declaration, trip logs, running sheets, engine control module (ECM) printouts, e-cert, and incident report forms. For assessment, evidence across the range of documentation representative of the candidate's work environment is required.

*Goods* refer to any product transported by road under the Contract and Commercial Law Act 2017.

*Workplace procedures* refer to organisation policies and procedures that are documented in memo, electronic, or manual format and available in the workplace. They may include but are not limited to – standard operating procedures, site specific procedures, site safety procedures, equipment operating procedures, quality assurance procedures, product quality specifications, manufacturer’s requirements, references, approved codes of practice, housekeeping standards, environmental considerations, on-site briefings, supervisor’s instructions, and procedures to comply with legislative and local body requirements relevant to the commercial road transport sector.

### 3 Assessment information

Evidence presented for assessment against this unit standard must be consistent with safe working practices and be in accordance with applicable service information, workplace procedures and legislative requirements.

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## Outcomes and performance criteria

### Outcome 1

Explain documentation requirements for the transportation of goods by road.

#### Performance criteria

- 1.1 The purpose of documentation used for the transportation of goods by road is explained.
- Range traceability, contractual terms of cartage, proof of delivery, goods control, and import and/or export requirements.
- 1.2 Driver responsibilities for documentation are explained in terms of consignment documentation.
- 1.3 Driver responsibilities for documentation are explained in terms of legislative and organisational requirements.
- 1.4 The consequences of non-conforming documentation are explained in accordance with legislative and organisational requirements.

### Outcome 2

Use documentation relevant to own job while transporting goods by road.

#### Performance criteria

- 2.1 Documentation is completed in accordance with legislative and organisational requirements and is appropriate for the goods being carried.
- Range documentation may include – identification of any passengers carried in the cab.

- 2.2 Documentation is completed legibly and accurately and is handled in accordance with organisational requirements.
- 2.3 Non-conforming documentation is identified, and action is taken to remedy the defect in accordance with legislative and organisational requirements.

<b>Planned review date</b>	31 December 2028
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#### Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	25 October 2005	31 December 2017
Review	2	16 April 2015	31 December 2022
Review	3	29 April 2021	31 December 2025
Review	4	29 June 2023	N/A

<b>Consent and Moderation Requirements (CMR) reference</b>	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](mailto:qualifications@hangaarorau.nz) if you wish to suggest changes to the content of this unit standard.