

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

Purpose	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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Classification	Commercial Road Transport > Commercial Road Transport Skills
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Available grade	Achieved
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Prerequisites	Candidates must hold a minimum of the class of licence required for the vehicle being driven and comply with the requirements of the Land Transport (Driver Licensing) Rule 1999.
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Guidance Information

- 1 Legal requirements relevant to this unit standard include:
Contract and Commercial Law Act 2017;
Land Transport Rule: Dangerous Goods 2005;
Land Transport Act 1998;
Land Transport (Driver Licensing) Rule 1999;
Resource Management Act 1991.
- 2 Any new, amended or replacement Acts, regulations, Rules, standards, codes of practice, or NZ Transport Agency requirements or conditions affecting this unit standard will take precedence for assessment purposes, pending review of this unit standard.
- 3 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.
Organisational requirements include any legal requirements, standards, codes of practice, organisational and/or site requirements, industry best practice, and

manufacturers' instructions. These must be available to candidates, providers, and assessors.

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 in terms of 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 legal and organisational requirements.
- 1.4 The consequences of non-conforming documentation are explained in accordance with legal 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 legal and organisational requirements and is appropriate for the goods or passengers being carried.
- 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 legal and organisational requirements.

Planned review date	31 December 2025
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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	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 MITO New Zealand Incorporated info@mito.org.nz if you wish to suggest changes to the content of this unit standard.