

Title	Carry out stowing for an international relocation operation		
Level	3	Credits	8

Purpose	People credited with this unit standard are, for an international relocation operation, able to: survey loads and plan for stowing, carry out stowage, and complete documentation requirements.
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Classification	Logistics > Relocation Operations
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Available grade	Achieved
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Guidance Information

- 1 Legal requirements to be complied with include:
 Contract and Commercial Law Act 2017;
 Health and Safety at Work Act 2015;
 Land Transport Act 1998;
 The Official New Zealand Truck Loading Code, Waka Kotahi NZ Transport Agency, (current edition), available at
<https://www.nzta.govt.nz/assets/resources/roadcode/truck-loading-code/docs/tlc.pdf>.
- 2 Definitions
Organisational requirements include any legal requirements, standards, codes of practice, company requirements, industry best practice, and manufacturers' instructions.
Removals documentation includes detailed inventories, Relocation Order Forms (ROF), waybills, instructions, job information sheets, job task forms, removal plans.

Outcomes and performance criteria

Outcome 1

Survey loads and plan for stowing for an international relocation operation.

Performance criteria

- 1.1 Container interior and exterior condition is checked for suitability and replacement arranged if required.

Range	clean and dry, daylight check, seals, ISO number checked and noted, twist lock holes free of dirt and insects.
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- 1.2 Loads and conditions are assessed in terms of systematic stowage.
- Range light over heavy, awkward and odd shapes, very large and tall items, filling gaps, top stowing, square items and cartons, whiteware, weather conditions, weight distribution.
- 1.3 Construction of mezzanine frame for motor vehicle stowage is arranged in accordance with organisational requirements.
- 1.4 Motor vehicle condition and details are checked and recorded in accordance with organisational requirements.
- Range vehicle identification number, odometer reading, dents and scratches, vehicle contents.
- 1.5 Instructions are given to crew to meet identified stowage requirements.

Outcome 2

Carry out stowage for an international relocation operation.

Performance criteria

- 2.1 Items are stowed securely in accordance with organisational requirements.
- Range stowing includes – light over heavy; instructions on cartons followed; glass fronted items positioned for protection; handles covered; coverings, hessians and/or padding on all items; all items tightly pack and secure to avoid rubbing, pressure, scratching, rolling or folding; securing includes – webbing used to strap items down and/or secure items on pallets.
- 2.2 Motor vehicle is stowed safely and securely, and mezzanine frame is correctly placed and secured in accordance with organisational requirements.
- Range stops, timber (International Standards for Phytosanitary Measures No. 15).
- 2.3 Loads and conditions are reassessed after each tier is loaded to maximise utilisation of available space.
- Range account taken of remaining items, communication with crew to ensure everything included, weather conditions.
- 2.4 Load placement is reassessed after each tier to ensure safe distribution of weight across the container.

Outcome 3

Complete documentation requirements for an international relocation operation.

Performance criteria

3.1 Rooms and/or site are checked to ensure that all required items have been stowed, and/or exceptions have been noted.

Range check includes – delivery or storage arrangements, waybills, customer contact details, inventory check and completion.

3.2 Removals documentation is amended or annotated as appropriate and signed by the customer and removals company representative in accordance with organisational requirements.

3.3 Motor vehicle condition report is completed in accordance with organisational requirements.

Range vehicle inspection number, odometer reading, dents and scratches, vehicle contents.

3.4 Accidents, incidents, or difficulties are reported to the office in accordance with 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	19 June 2009	31 December 2023
Review	2	27 May 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.