

<b>Title</b>	<b>Process export documentation that governs the carriage of international goods</b>		
<b>Level</b>	<b>4</b>	<b>Credits</b>	<b>7</b>

<b>Purpose</b>	People credited with this unit standard are able to: process booking enquiries and requests for an export consignment; identify, prepare, and forward the documentation required for an export consignment; and complete documentation to effect payment of freight.
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<b>Classification</b>	Logistics > Freight Forwarding
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<b>Available grade</b>	Achieved
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### Guidance Information

- 1 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;
  - International Air Transport Association (IATA) Regulations;
  - International Federation of Freight Forwarders (FIATA) Policies;
  - International Standard for Phytosanitary Measures (ISPM) No 15 Guidelines for Regulating Wood Packaging Material in International Trade;
  - Land Transport Rule: Dangerous Goods 2005;
  - Maritime Transport Act 1994;
  - Protected Objects Act 1975;
  - Tariff act 1988;
  - Trade in Endangered Species Act 1989.
- 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 Definitions
  - Documentation* means the information contained within a manual form or an electronic system that governs the export and import of international goods.
  - E-cert* means Electronic Phytosanitary certificate which is the NZ Food Safety Authority (NZFSA) Internet application for assisting Government-to-Government assurances about the compliance of New Zealand's products with regulatory requirements.

*INCOTERMS* are standard trade definitions used in international sales contracts. Refer *INCOTERMS 2020*, International Chamber of Commerce publication 715 available on <http://www.iccwbo.org/incotermsrules/>.

*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 A minimum of six consignments (three air and three sea) is required.

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## Outcomes and performance criteria

### Outcome 1

Process booking enquiries and requests for an export consignment.

#### Performance criteria

- 1.1 Relevant information is collected on customer's job needs and specifications.
- Range may include – cargo type, service, space availability, weight, volume, dimensions, freight availability, destination, routing requirements, freight rates, INCOTERMS.
- 1.2 Booking is made to meet customer needs in accordance with organisational requirements.
- 1.3 Customer booking is confirmed.
- Range may include – booking reference number, delivery advice, shipment details, Estimated Time of Departure (ETD), Estimated Time of Arrival (ETA), insurance details, close off dates and times, freight forwarders reference.
- 1.4 Booking reference is communicated to appropriate parties.
- Range may include – operations and marketing departments, airlines, wholesale forwarder, overseas agents.

### Outcome 2

Identify, prepare, and forward the documentation required for an export consignment.

#### Performance criteria

- 2.1 Documentation requirements are identified in accordance with country of destination and commodity.
- Range may include – biosecurity, customs, certificate of origin, E-cert, accuracy, timing.

- 2.2 Documentation is prepared to meet the needs of the shipper in terms of route and contracted services.
- Range documentation may include – air waybills, carrier’s consignment note, insurance documents, documentation required by the INCOTERM;  
route may include – vessel, ports of loading and discharge, ports of origin and destination;  
contracted service may include – non-negotiable, transshipment, house, shipper, consolidated shipments.
- 2.3 Documentation is prepared to meet the requirements of export legislation and regulations.
- Range documentation may include – export delivery order, insurance document, export entries, drawback, certified invoice, dangerous goods certificate, live animal certificates, health permit, cargo manifest, reefer container list, E-Cert, packing declaration, export inspection form, fumigation certificate, Electronic Cargo Information (ECI), Electronic Data Interchange (EDI), phytosanitary E-Cert.
- 2.4 Documentation is prepared to meet the methods of payment depending on INCOTERM.
- Range buyer, seller, third party, agent.
- 2.5 Documentation is prepared to meet the requirements of the freight terms in accordance with organisational requirements.
- Range terms may include – pre-paid, collect, general cargo rates, specific commodity rates, surcharges.
- 2.6 Documentation is forwarded in accordance with cargo type, customer, country of destination and organisational requirements.

### Outcome 3

Complete documentation to effect payment of freight.

#### Performance criteria

- 3.1 Customer invoices are processed in accordance with freight contracts and INCOTERMS.
- 3.2 Payment process is completed for all contracted freight services in accordance with organisational requirements.

<b>Replacement information</b>	This unit standard replaced unit standard 21807 and unit standard 21808.
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<b>Planned review date</b>	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	17 June 2011	31 December 2023
Review	2	27 May 2021	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 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.