

Title	Administer port cargo information		
Level	3	Credits	20

Purpose	People credited with this unit standard are able to: demonstrate knowledge of the administration of port cargo information; identify and process cargo information anomalies; enter port cargo information; and demonstrate knowledge of dangerous goods for cargo administration.
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Classification	Stevedoring and Ports Industry > Cargo Operations
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Available grade	Achieved
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Guidance Information

- 1 Legislation and formal requirements relevant to this unit standard may include the following:
 Health and Safety at Work Act 2015;
Approved Code of Practice for Health and Safety in Port Operations available at <http://www.worksafe.govt.nz>;
 Biosecurity Act 1993;
 Customs and Excise Act 1996;
 Resource Management Act 1991;
 Hazardous Substances and New Organisms Act 1996;
 Maritime Security Act 2004;
 General Harbour (Ship, Cargo, and Dock Safety) Regulations 1968, IMDG Code, Part 24a Maritime Rule, and port bylaws.
- 2 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
- 3 Definitions
Cargo refers to containers, break bulk, generators, and clip on units.
Company policies and procedures refers to relevant workplace documents which are current and accessible to candidates, trainers, and assessors, and which comply with legal requirements.

Outcomes and performance criteria

Outcome 1

Demonstrate knowledge of the administration of port cargo information.

Performance criteria

1.1 Documentation used to determine port cargo information is described in terms of documentation types, relevance, function and use.

Range includes but is not limited to – carter’s notes, truck dockets, weighbridge dockets, tally notes, manifests, invoices, damaged equipment advice (DEA), import documents, rail stow plans, load list reconciliation, hazard documents; evidence requirement – five different documents.

1.2 Input and output information flow is described for a port cargo operation in accordance with company policies and procedures.

1.3 Terminology used in port cargo administration is defined.

Range includes but is not limited to – bill of lading (B/L), break bulk, container terminal, box, twenty foot equivalent unit (TEU), forty foot equivalent unit (FEU), reefer container, dry container, International Organization for Standardization (ISO), International Ship and Port Facility Security Code (ISPS Code), shipper, vessel, World Customs Organization (WCO), demurrage, estimated time of arrival (ETA), estimated time of departure (ETD), free in free out (FIFO), stevedore, cut-off time, waybill, manifest, side loader, toplifter, revenue ton (RT), radio data terminal (RDT), electronic data interchange (EDI), less container load (LCL), full container load (FCL), dogs or dogging up, high cube, MT (empty) container, ship exchange, out of gauge (OOG) container, over dimensional container (ODIM), flat rack, chains, nest, tranship, restow, shift on board (SOB), wharfage, marshalling, receive and deliver (R&D), container on power, reefer monitoring, import/export, load/discharge, depot, pre-trip, wash, returnable packaging repair (RPR), empty storage, marine service, consignee, dray, Japanese Agriculture Standard (JAS), safe working load (SWL), log lifter cranston, stow plan, load/discharge plan, principal load contract, marshaller’s stock sheet, draft survey, vessel safety survey, full on hire survey, ship delay, cargo delay, centre lash, final lash, mark off, supercargo; evidence requirement – 20 terms.

1.4 Port operating software system used for port cargo administration is described in terms of function and user interface.

Outcome 2

Identify and process cargo information anomalies.

Range three anomalies; anomalies may include but are not limited to – supplier verification, wrong ship, wrong port, incorrect refer container temperature, incorrect container number, incorrect container size, non-matching documentation.

Performance criteria

- 2.1 Anomalies that require intervention are identified.
- 2.2 Anomalies are processed in accordance with company policies and procedures.
- 2.3 Anomalies are communicated to relevant stakeholders in accordance with company policies and procedures.

Range stakeholders may include but are not limited to – truck drivers, transport companies, shipper, shipping line, other ports, border agencies.

Outcome 3

Enter port cargo information.

Performance criteria

- 3.1 Cargo information data is interpreted and corrective actions are implemented to enable data entry in accordance with company policies and procedures.
- 3.2 Units of measurement used in port cargo administration are converted to enable data entry.

Range weight – pound(s) (lb) to kilogram(s) (kg); ton to tonne (t), tonne (t) to kilogram (kg);
 area – square foot (ft²) to square metre (m²);
 volume – gallon (gal) to cubic metre (m³), cubic foot (ft³) to cubic metre (m³), Japanese Agriculture standard (JAS) to cubic metre (m³);
 temperature – degrees Fahrenheit (°F) to degrees Celsius (°C).

- 3.3 Cargo information data is entered in accordance with company policies and procedures.

Outcome 4

Demonstrate knowledge of dangerous goods for cargo administration.

Performance criteria

- 4.1 Dangerous goods are identified in terms of classes, additional hazards, labelling, and compatibility.

Range classes – classes 1-9, including sub-classes;
 additional hazards – marine pollutant, elevated temperature, fumigation warning.

- 4.2 Types of dangerous goods documentation requirements are explained in terms of their purpose.
- Range includes but is not limited to – dangerous goods declaration, container or vehicle packing certificate, competent authorities' approval.
- 4.3 The procedure for responding to an emergency involving dangerous goods is described in accordance with company policies and procedures.
- Range includes but is not limited to the use of – the emergency sections of the IMDG Code, Dangerous Goods Initial Response Emergency Guide.
- 4.4 The procedure for reporting breaches involving dangerous goods is described in accordance with company policies and procedures.

Planned review date	31 December 2022
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	17 September 2015	31 December 2018
Review	2	28 September 2017	N/A

Consent and Moderation Requirements (CMR) reference	0145
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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.