

<b>Title</b>	<b>Complete business procedures and produce documents for the national and international carriage of goods</b>		
<b>Level</b>	<b>5</b>	<b>Credits</b>	<b>10</b>

<b>Purpose</b>	People credited with this unit standard are able to: demonstrate knowledge of national and international legislation and regulations for the various modes of national and international transportation; assess methods of transport and produce transportation documentation; define rights, liabilities and responsibilities of consignors and consignees; apply freight charging systems; assess and arrange transportation insurance; and process transportation claims.
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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

#### Assessment guidance

This unit standard can be assessed against in a work-based environment, or in a training or education environment if simulated carriage of goods situations are able to be provided, or in a combination of both environments.

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### Outcomes and performance criteria

#### Outcome 1

Demonstrate knowledge of national and international legislation and regulations for the various modes of national and international transportation.

#### Performance criteria

- 1.1 The New Zealand legal status of carriers and their liabilities are identified in relation to current legislation.
- 1.2 The New Zealand legal status of shipping companies, airlines, freight forwarders, forwarding agents and customs agents is compared in relation to current legislation.
- 1.3 Legislation and regulations governing international carriage by sea are identified in relation to current Sea Carriage of Goods, Shipping and Seamen's legislation and the provisions of The Hague Rules.

- 1.4 Legislation and regulations governing international carriage by air are identified and provisions of the Warsaw Convention, as amended by Hague Protocol 1955, Guadalajara Convention 1961, and current New Zealand Carriage by Air legislation are defined in relation to the international carriage of goods.
- 1.5 The functions of the International Air Transport Association (IATA) and the International Civil Aviation Organisation (ICAO) are analysed in terms of regulating international air transportation.

## Outcome 2

Assess methods of transport and produce transportation documentation.

### Performance criteria

- 2.1 Transportation options are assessed that balance product security, delivery schedules and transportation costs and recommendations are made.
- Range product factors, delivery schedules, regularity and reliability of services, availability of space, transportation costs, unitisation, containerisation and transshipment requirements, port facilities.
- 2.2 Procedures that meet transportation recommendations are completed for booking space for export shipments and organising physical delivery of goods.
- 2.3 Domestic and international documentation requirements are assessed and documents that meet specified documentation requirements are produced for internal rail, road, air and sea transportation and international air and sea transportation.

## Outcome 3

Define rights, liabilities and responsibilities of consignors and consignees.

### Performance criteria

- 3.1 Responsibilities of consignors are defined in relation to packing, marking, hazardous goods and preparation of waybills.
- 3.2 Responsibilities of both consignors and consignees are defined in relation to collection of goods and paying freights.

## Outcome 4

Apply freight charging systems.

### Performance criteria

- 4.1 Methods of fixing rates for internal and international transportation are identified.
- 4.2 Freight charge calculations are completed for internal and international transportation options.

- 4.3 Provisions for recovery, legal action and liens in relation to freight charges are established.

### **Outcome 5**

Assess and arrange transportation insurance.

#### **Performance criteria**

- 5.1 Provisions of current legislation relating to transportation insurance are complied with.
- 5.2 Provisions of The Institute of London Underwriters cargo clauses are outlined and complied with.
- 5.3 Transportation insurance policies are assessed in terms of indemnity, insurable interest, good faith, and assignment provisions and their compliance with legislation and The Institute of London Underwriters cargo clauses evaluated.
- 5.4 Commodity insurance options that meet transportation requirements are assessed, selected and arranged.
- 5.5 Open cover options and the operation of average settlement provisions that meet transportation requirements are assessed, selected and arranged.

### **Outcome 6**

Process transportation claims.

#### **Performance criteria**

- 6.1 Procedures and documentation required for transportation claims are identified and applied in relation to organisational requirements and insurance policy requirements.
- Range refusing delivery, detecting damage and theft, classification of claims, inspection, notice of claim, time limits.
- 6.2 The significance of total loss and resultant claims is outlined in terms of actual, presumed and constructive loss.
- 6.3 Consequential loss, particular charges, salvage and subrogation are applied to actual claims.
- 6.4 Procedures are identified and applied for the adjustment of claims in terms of proforma claims, value claims, refunds of duty and Goods and Services Tax, and refund of import license.

<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	20 March 1995	31 December 2023
Revision	2	9 January 1998	31 December 2023
Revision	3	16 January 2001	31 December 2023
Rollover and Revision	4	21 May 2010	31 December 2023
Review	5	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.