

<b>Title</b>	<b>Accept air cargo for national distribution</b>		
<b>Level</b>	<b>3</b>	<b>Credits</b>	<b>6</b>

<b>Purpose</b>	People credited with this unit standard are able to, for air cargo for national distribution: accept; receive and action payments; assign; and complete acceptance administration.
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<b>Classification</b>	Aviation > Air Cargo
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<b>Available grade</b>	Achieved
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### Guidance Information

- 1 Definitions  
*Cargo* may include but is not limited to – dangerous goods, general freight, high value items, human remains, live animals, perishable items, unaccompanied baggage, vehicles or weapons.  
*Organisational procedures* refer to the step-by-step instructions for implementing or carrying out an organisation's policy or desired objective.
- 2 All activities must be carried out in accordance with organisational procedures.
- 3 Legislation
  - a Any relevant Acts, regulations, and bylaws must be complied with during assessment against this standard.
  - b Legislative and/or regulatory requirements may include but are not limited to – the Civil Aviation Act 1990 and all subsequent amendments and replacement.
- 4 Evidence for the practical components of this standard must be gathered in an aviation workplace.

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### Outcomes and performance criteria

#### Outcome 1

Accept air cargo for national distribution.

#### Performance criteria

- 1.1 The customer is determined and security checks are conducted.  
 Range may include but is not limited to – known customer; unknown customer.

- 1.2 Flight booking information is determined.
- Range may include but is not limited to – service required, timeframe.
- 1.3 Shipment is counted and weighed, and the Consignment Note validated.
- Range may include but is not limited to – actual/volumetric/chargeable weight calculated, pre-populated Consignment Note details verified.
- 1.4 Cargo with special handling requirements is handled.
- Range special handling requirements may include but are not limited to – dangerous goods, perishable items, temperature sensitive items, human remains, live animals.
- 1.5 Documentation is received, processed and made available to the relevant stakeholders.
- Range may include but is not limited to – Dangerous Goods Check Sheet, Dangerous Goods Declaration, Notification to Captain (NOTOC), Death Certificate, Live Animal Check Sheet.
- 1.6 Details of the accepted cargo are recorded.
- 1.7 Items of cargo are transferred to the staging area in preparation for loading.
- 1.8 Cargo security procedures through the chain of custody are adhered to at all times.

## **Outcome 2**

Receive and action payments for air cargo for national distribution.

### **Performance criteria**

- 2.1 Method of payment is established.
- Range may include but is not limited to – Eftpos, credit card, on account.
- 2.2 Payment is received and recorded.
- 2.3 Payment documentation is completed and processed.
- 2.4 The payment point is reconciled.

## **Outcome 3**

Assign air cargo for national distribution.

**Performance criteria**

3.1 The flight and/or aircraft type is selected that is suitable for the cargo being shipped and the service required.

3.2 Planned flight information is recorded and communicated.

Range may include but is not limited to – to the relevant people, using the appropriate methods, in a timeframe that meets all stakeholder needs.

**Outcome 4**

Complete acceptance administration for air cargo for national distribution.

**Performance criteria**

4.1 Flight-related documentation is generated.

<b>Planned review date</b>	31 December 2027
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**Status information and last date for assessment for superseded versions**

Process	Version	Date	Last Date for Assessment
Registration	1	18 May 2017	31 December 2024
Review	2	27 October 2022	N/A

<b>Consent and Moderation Requirements (CMR) reference</b>	0125
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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 Ringa Hora Services Workforce Development Council [qualifications@ringahora.nz](mailto:qualifications@ringahora.nz) if you wish to suggest changes to the content of this unit standard.