

Title	Accept loose air cargo for outbound flight		
Level	3	Credits	6

Purpose	People credited with this unit standard are able to: check loose air cargo presented for outbound flight; accept loose air cargo for outbound flight; and complete loose air cargo for outbound flight acceptance administration.
----------------	---

Classification	Aviation > Air Cargo
-----------------------	----------------------

Available grade	Achieved
------------------------	----------

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.

Loose cargo is all other cargo not loaded in ULDs.

ULD refers to a Unit Load Device. This may include a cargo container or a pallet.
- 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.

Outcomes and performance criteria

Outcome 1

Check loose air cargo presented for outbound flight.

Performance criteria

1.1 Cargo is visually checked and irregularities resolved.

Range may include but is not limited to – signs of tampering, wires, leakage, damage and/or hidden dangerous goods; shipment size suitable for booked flight.

1.2 Packaging is checked prior to acceptance.

Range may include but is not limited to – is easy to handle; able to be restrained; cannot potentially cause damage to staff, ULDs, or aircraft.

1.3 Goods incorrectly presented for outbound flight are rejected.

1.4 Cargo is labelled with Air Waybill number, origin and destination codes.

1.5 Goods are checked to ensure they match the Air Waybill or associated documentation.

Range may include but is not limited to – piece count, weight, description.

1.6 Special handling requirements (where applicable) are identified and met.

Range documentation may include but is not limited to – labelling, check sheets, associated documentation; special handling requirements – dangerous goods, perishable items, temperature sensitive items, human remains, live animals.

1.7 Cargo is checked to ensure it meets regulatory requirements.

Outcome 2

Accept loose air cargo for outbound flight.

Performance criteria

2.1 Item(s) to be shipped are counted and weighed, and the chargeable weights recorded and discrepancies are resolved.

Range may include but is not limited to – actual/volumetric/chargeable weight calculated; weight matches the declared weight.

2.2 Item(s) to be shipped are staged to the location in preparation for loading, determined by the cargo's special handling and security requirements.

Range special handling requirements may include but is not limited to – dangerous goods, perishable items, temperature sensitive items, human remains, live animals; security status – known, unknown.

- 2.3 Cargo that is not accepted is returned to shipper or agent and details recorded.
- Range may include but is not limited to – timely manner, accompanied by the correct documentation, captured.
- 2.4 Shipper and cargo security are checked to ensure that procedures are adhered to.

Outcome 3

Complete loose air cargo acceptance administration.

Performance criteria

- 3.1 Details of the shipment are captured and recorded, and actual chargeable weight discrepancies are recorded.
- Range may include but is not limited to – piece count, weight, measurements, volume.
- 3.2 Information relating to dangerous goods and special loads is recorded.
- Range may include but is not limited to – special handling codes, dangerous goods holds, screening requirements, system holds.

Planned review date	31 December 2027
----------------------------	------------------

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

Consent and Moderation Requirements (CMR) reference	0125
--	------

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 if you wish to suggest changes to the content of this unit standard.