

Title	Accept retail air cargo for export		
Level	3	Credits	8

Purpose	People credited with this unit standard are able to: assess air cargo for acceptance; and accept retail air cargo for export.
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Classification	Aviation > Air Cargo
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Available grade	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.

TACT – The Air Cargo Tariff rule book.
- 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

Assess air cargo for acceptance.

Performance criteria

- 1.1 Destination and cargo commodity is ascertained and either accepted or rejected for travel.

Range may include but is not limited to – destination able to be achieved; restricted or prohibited item for travel.

- 1.2 Cargo is visually checked for irregularities and any irregularities are resolved.
- Range may include but is not limited to – signs of tampering, wires, damage and/or hidden dangerous goods, packaging; shipment size suitable for booked flight.
- 1.3 Special handling requirements (where applicable) are identified and met.
- Range special handling requirements may include but are not limited to – dangerous goods, perishable items, temperature sensitive items, human remains, live animals.
- 1.4 Cargo is confirmed as matching the description on the Air Waybill or associated documents.
- 1.5 Weights and volumes are calculated, and piece count is conducted.
- Range may include but is not limited to – electronic calculations, manual calculations.
- 1.6 Quotation(s) is(are) provided in accordance with the TACT and suit the commodity and destination.
- 1.7 Instruction(s) for despatch is completed.
- 1.8 Government identification is sighted and recorded.
- 1.9 Cargo is staged for screening.
- 1.10 Labels are checked to ensure all requirements are met.

Outcome 2

Accept retail air cargo for export.

Performance criteria

- 2.1 Consignment information is recorded and documentation generated.
- Range consignment information may include but is not limited to – accuracy, completeness, applicable documentation for the commodity being sent; documentation – Air Waybill.
- 2.2 Payment is received.
- Range accepted payment methods may include but is not limited to – Eftpos, credit card.
- 2.3 Cargo is placed on airline hold and relocated to the staging area for screening.

- 2.4 Information and/or documentation is made available to the relevant stakeholders.

Range may include but is not limited to – screening, New Zealand Customs.

Planned review date	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

Consent and Moderation Requirements (CMR) reference	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 if you wish to suggest changes to the content of this unit standard.