

Title	Conduct pre-flight checks for international air cargo		
Level	3	Credits	6

Purpose	People credited with this unit standard are able to: validate pre-flight documentation; and complete pre-flight documentation-related administration, for international air cargo.
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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.
- 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.
- 4 Evidence for the practical components of this standard must be gathered in an aviation workplace.

Outcomes and performance criteria

Outcome 1

Validate pre-flight documentation for international air cargo.

Performance criteria

- 1.1 Pre-flight documentation/information is checked.

Range	may include but is not limited to – cargo plan, estimates, tranship Air Waybills.
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- 1.2 Special handling requirements are identified.
- Range special handling requirements – dangerous goods, perishable items, time sensitive items, human remains, live animals.
- 1.3 Irregularities are resolved.
- Range irregularities may include but are not limited to – weight limitations, aircraft limitations, aircraft capacity.
- 1.4 Pre-build-up cargo plan is finalised and released.

Outcome 2

Complete pre-flight documentation-related administration for international air cargo.

Performance criteria

- 2.1 Where necessary, alterations are made to pre-flight documentation.
- Range alterations may include but are not limited to – offloaded cargo, shipment irregularities, new bookings, on-hand cargo, special handling;
pre-flight documentation may include but is not limited to – Flight Pack, Manifest, Dead Load Weight Statement (DLWS), Notification to Captain (NOTOC), Cargo Plan.
- 2.2 Information is communicated.
- Range information may include but is not limited to – updates, new bookings, aircraft changes, flight delays, cancelled bookings, zero fuel weight estimates;
communicated – to the relevant people, using the appropriate methods in a timeframe that meets all stakeholder needs.
- 2.3 Final pre-flight reviews are conducted and irregularities resolved.
- Range off-load cargo, no-show cargo, missing cargo.
- 2.4 Flight finalisation processes are completed.
- 2.5 Service standards are met at all times.

This unit standard is expiring. Assessment against this standard must take place by the last date for assessment set out below.

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	31 December 2024

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>.

This assessment standard is expiring