

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

Purpose	People credited with this unit standard are able to: manage outbound cargo to meet aircraft requirements; balance cargo accepted onto outgoing aircraft; and complete pre-flight documentation-related administration for 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 and all subsequent amendments and replacement.
- 4 Evidence for the practical components of this standard must be gathered in either a national or an international aviation workplace.

Outcomes and performance criteria

Outcome 1

Manage outbound cargo to meet aircraft requirements.

Performance criteria

- 1.1 Flight bookings and allocations are obtained and verified.

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 may include but is not limited to – dangerous goods, perishable items, temperature 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 Planned flight-related information is printed and distributed.
- Range may include but is not limited to – at regular intervals, using the appropriate methods, in a timeframe that meets all stakeholder needs.
- 1.5 Planned flight related updates are 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.
- 1.6 Acceptance process for all cargo is completed.
- 1.7 Transfer arrangements are monitored.
- 1.8 Cargo irregularities are resolved.
- Range missing cargo, found cargo, damaged cargo, disruptions.

Outcome 2

Balance cargo accepted onto outgoing aircraft.

Performance criteria

- 2.1 Flight balance checks are conducted to ensure manifested cargo is consistent with actual cargo.
- 2.2 Irregularities are resolved.
- Range may include but is not limited to – tarmac offloads, final balance checks, disruptions, mishandled cargo.

Outcome 3

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

Performance criteria

3.1 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.

3.2 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;
communication may include but is not limited to – to the relevant people, using the appropriate methods in a timeframe that meets all stakeholder needs.

3.3 Final pre-flight reviews are conducted, and irregularities are resolved.

Range may include but is not limited to – off-load cargo, no-show cargo, missing cargo.

3.4 Flight finalisation processes are completed.

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.