

<b>Title</b>	<b>Validate shipment documentation data for air cargo</b>		
<b>Level</b>	<b>3</b>	<b>Credits</b>	<b>3</b>

<b>Purpose</b>	People credited with this unit standard are able to validate shipment documentation data for air cargo.
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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.

*Shipment documentation* refers to an Air Waybill with respect to air cargo travelling internationally or a Consignment Note with respect to air cargo travelling nationally.
- 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

Validate shipment documentation data for air cargo.

**Performance criteria**

- 1.1 Details supplied on the documentation are checked for accuracy and are matched with the shipment.
- Range may include but is not limited to – labelling, full name of the shipper and consignee details, description, dangerous goods information, handling information, pieces, gross weight, volumetric weight (if applicable), chargeable weight, charge codes.
- 1.2 Shipment is accepted, system is captured, and acceptance is communicated.
- Range may include but is not limited to – complete, accurate.
- 1.3 Shipment is rejected and returned to the shipper or their agent to rectify the omissions and/or errors.
- Range may include but is not limited to – documentation and/or the cargo being tendered do not match, documentation with unacceptable entries.
- 1.4 Details of rejected shipments are recorded.

<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.