

Title	Manage inbound air cargo documentation		
Level	3	Credits	5

Purpose	People credited with this unit standard are able to: prepare inbound air cargo documentation; process inbound air cargo documentation; and complete inbound air cargo documentation-related administration.
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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 an aviation workplace.

Outcomes and performance criteria

Outcome 1

Prepare inbound air cargo documentation.

Performance criteria

- 1.1 Inbound flight air cargo documentation is obtained.

1.2 Air Waybills are validated against the flight manifest and irregularities resolved.

Range irregularities may include but are not limited to – surplus Air Waybills, missing Air Waybills.

1.3 Air Waybill recipient(s) are identified.

Outcome 2

Process inbound air cargo documentation.

Performance criteria

2.1 Flight information is system captured in accordance with flight arrival times.

Range information sources may include but are not limited to – flight arrival lists and/or schedules, flight reports, Air Waybills, manifests, dangerous goods declaration, dangerous goods checklist, Customs bonding form, transfer manifests.

2.2 Holds and charges are registered against the applicable Air Waybill(s).

2.3 Administrative processes are completed.

2.4 Documents are distributed.

Outcome 3

Complete inbound air cargo documentation-related administration.

Performance criteria

3.1 Air Waybill is validated against the Cargo Logistics Management System.

Range may include but is not limited to – matching, acceptance, rejection.

3.2 Flight irregularities are captured.

Range may include but is not limited to – surplus cargo, missing cargo, pillage, found Air Waybill, missing Air Waybill.

3.3 Flight reporting is 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

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.