Title	Manage outbound air cargo documentation		
Level	3	Credits	4

Purpose	People credited with this unit standard are able to: receive outbound air cargo documentation; process outbound air cargo-related documentation; and complete outbound air cargo documentation-related administration.

Classification	Aviation > Air Cargo

Available grade	Achieved

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

Receive outbound air cargo documentation.

Performance criteria

1.1   Security documentation is obtained and verified.

         Range   may include but is not limited to – Regulated Air Cargo Agent (RACA), unknown shipper.

1.2   Government identification check is completed.

1.3   Air Waybill information is validated and irregularities resolved.

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

1.4   Associated documentation to accompany cargo is checked to ensure it is present and accurate.

     Range   documentation may include but is not limited to – Consolidation Manifest, Dangerous Goods Declaration, Customs Delivery Order, Shippers Certification, veterinary certificates, death certificates.

Outcome 2

Process outbound air cargo-related documentation.

Performance criteria

2.1   Cargo documentation is processed in preparation for cargo acceptance.

2.2   Cargo is rejected based on non-compliance, documentation and/or the cargo being exported.

2.3   Flight close out times are monitored and adhered to.

Outcome 3

Complete outbound air cargo documentation-related administration.

Performance criteria

3.1   Outbound cargo documentation is distributed.

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

Planned review date	31 December 2027

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.