

Title	Produce final flight documentation for cargo to travel by air		
Level	3	Credits	8

Purpose	People credited with this unit standard are able to produce final flight documentation for cargo to travel by air.
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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

Produce final flight documentation for cargo to travel by air.

Performance criteria

- 1.1 Source documentation is interpreted and understood for the planned flight.
 Range may include but is not limited to – booking information, special handling requirements, origin, transit and destination information.
- 1.2 Cargo Plan administrative tasks are completed.

1.3 Checks are made.

Range may include but is not limited to – special handling requirements, dangerous goods, segregation, aircraft limitations, airline requirements.

1.4 Information is generated, finalised and distributed.

Range information may include but is not limited to – manifest including special load and dangerous goods, booking list, Notification to Captain (NOTOC), flight report, manual, electronic.

1.5 Air Waybills and related documentation is accounted for, for the planned flight.

Range Dead Load Weight Statement (DLWS), manifest(s), NOTOC.

1.6 Irregularities with Air Waybills and related documentation are resolved.

Range may include but is not limited to – missing Air Waybills, incorrect information, limitations exceeded.

1.7 Risks are mitigated through collaboration and effective communication with stakeholders.

Range may include but is not limited to – errors, omissions, safety issues, aircraft delays.

1.8 Knowledge of specific airline requirements is applied to the final flight documentation and variations accommodated.

1.9 Precision decision timelines are maintained.

Range may include but is not limited to – express cargo, tranships.

1.10 Final flight documentation related information is 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.

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.