

Title	Receive payment and release air cargo		
Level	3	Credits	6

Purpose	People credited with this unit standard are able to: prepare the payment point; receive payment from non-cargo account holder; process charges for cargo account holder; process air cargo release documentation; and reconcile the payment point.
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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.

ULD refers to a Unit Load Device. This may include a cargo container or a pallet.
- 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 the payment point.

Performance criteria

- 1.1 Payment point is prepared ready for use.

Range may include but is not limited to – equipment, accessories.

Outcome 2

Receive payment from non-cargo account holder.

Range accepted payment methods may include but are not limited to – Eftpos, credit card.

Performance criteria

2.1 Authorisation to uplift cargo is determined.

2.2 Air Waybill is presented and where applicable, release documentation is received.

2.3 Release documents for cargo subject to holds are checked and actioned.

Range may include but is not limited to – Ministry of Primary Industries; New Zealand Customs.

2.4 Payment for items of cargo is received and actioned using the accepted payment methods.

2.5 Associated payment documentation is completed and processed.

Outcome 3

Process charges for cargo account holder.

Performance criteria

3.1 Authorisation to uplift cargo is determined.

3.2 Where required, authorisation to charge cargo is established.

3.3 Air Waybill is presented and where applicable, release documentation is received.

3.4 Release documents for cargo subject to holds are checked and actioned.

Range may include but is not limited to – Ministry of Primary Industries; New Zealand Customs.

3.5 Associated documentation is completed and processed.

Outcome 4

Process air cargo release documentation.

Performance criteria

4.1 Release documents are processed.

4.2 Where required, administration for ULDs and/or trailers is completed.

4.3 Cargo release delivery order is issued.

Outcome 5

Reconcile the payment point.

Performance criteria

5.1 Payment point is reconciled.

5.2 Payment point equipment is closed.

5.3 Documentation 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
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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.