

<b>Title</b>	<b>Identify and describe consignment documentation used in the commercial road transport industry</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 identify and describe consignment documentation used in the commercial road transport industry.
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<b>Classification</b>	Commercial Road Transport > Commercial Road Transport Skills
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<b>Available grade</b>	Achieved
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### Guidance Information

- 1 Legislation, regulations, references and/or industry standards relevant to this unit standard include but are not limited to the:
  - Health and Safety at Work Act 2015.

Any new, amended or replacement Acts, regulations, standards, codes of practice, guidelines, or authority requirements or conditions affecting this unit standard will take precedence for assessment purposes, pending review of this unit standard.

- 2 Definitions

*Consignment documentation* refers to documents prepared by a consigner and countersigned by the carrier as a proof of receipt of consignment for delivery at the destination.

*Service information* may include technical information for a vehicle, machine, or product detailing operation; installation and servicing procedures; manufacturer instructions; technical terms and descriptions; and detailed illustrations.

*Workplace procedures* refer to organisation policies and procedures that are documented in memo, electronic, or manual format and available in the workplace. They may include but are not limited to – standard operating procedures, site specific procedures, site safety procedures, equipment operating procedures, quality assurance procedures, product quality specifications, manufacturer’s requirements, references, approved codes of practice, housekeeping standards, environmental considerations, on-site briefings, supervisor’s instructions, and procedures to comply with legislative and local body requirements relevant to the commercial road transport sector.

- 3 Assessment information

Evidence presented for assessment against this unit standard must be consistent with safe working practices and be in accordance with applicable service information, workplace procedures and legislative requirements.

## Outcomes and performance criteria

### Outcome 1

Identify and describe consignment documentation used in the commercial road transport industry.

### Performance criteria

- 1.1 Types of consignment documentation are identified.
- 1.2 The purpose of consignment documentation is described.
- Range legal requirements, contractual requirements, payment requirements, proof of delivery, traceability, delivery scheduling, goods control.
- 1.3 The essential requirements of consignment documentation are described.
- Range date, sender, receiver, customer, insurance, number and description of goods, weight and cube, vehicle numbers, signatures, service required, load times, special instructions, unique reference number.
- 1.4 The life cycle of a consignment document is described.
- Range may include – dispatch, pick-up, depot, delivery.

<b>Planned review date</b>	31 December 2028
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### Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	29 November 2018	31 December 2025
Review	2	29 June 2023	N/A

<b>Consent and Moderation Requirements (CMR) reference</b>	0014
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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 Hanga-Aro-Rau Manufacturing, Engineering and Logistics Workforce Development Council [qualifications@hangaarorau.nz](mailto:qualifications@hangaarorau.nz) if you wish to suggest changes to the content of this unit standard.