

Title	Describe consignment documentation used in the commercial road transport industry		
Level	3	Credits	3

Purpose	People credited with this unit standard are able to describe consignment documentation used in the commercial road transport industry.
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Classification	Commercial Road Transport > Commercial Road Transport Skills
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Available grade	Achieved
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Guidance Information

- 1 Evidence presented for assessment against this unit standard must be consistent with safe working practices and be in accordance with applicable service information, company requirements and legislative requirements. This includes the knowledge and use of suitable tools and equipment.
- 2 Legislation, regulations and/or industry standards relevant to this unit standard include but are not limited to the Health and Safety at Work Act 2015, and any subsequent amendments and replacements.
- 3 Definitions
Company requirements refer to instructions to staff on policy and procedures that are available in the workplace. These requirements may include – company policies and procedures, work instructions, product quality specifications and legislative requirements.
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.

Outcomes and performance criteria

Outcome 1

Describe consignment documentation used in the commercial road transport industry.

Performance criteria

- 1.1 The purpose of consignment documentation is described.

Range legal requirements, contractual requirements, payment requirements, proof of delivery, traceability, delivery scheduling, goods control.

1.2 Types of consignment documentation are identified.

1.3 The essential requirements of consignment documentation are described.

Range may include – 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.

Planned review date	31 December 2023
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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	N/A

Consent and Moderation Requirements (CMR) reference	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 MITO New Zealand Incorporated info@mito.org.nz if you wish to suggest changes to the content of this unit standard.