

		Unit ID: 677
Domain	POSTAL OPERATIONS	
Title:	Make up empty mailbags for return to owner	
Level: 1	Credits: 4	

Purpose

This unit standard specifies the competencies required to make up empty mailbags for return to owner. It includes emptying, sorting and storing mail bags; bundling, labelling, sealing and weighing empty mail bags; and facilitating transfer of mail bags for return to owner. This unit standard is intended for those who work in postal services.

Special Notes

1. Entry information:

Prerequisite:

- Unit 667 *Follow basic workplace health, safety and security procedures in a postal work environment*
or demonstrated equivalent knowledge and skills

2. This unit standard is to be delivered and assessed in the context of the Postal Services and should be assessed in conjunction with other relevant technical unit standards selected from this domain.
3. Assessment may be conducted at a real workplace or simulated workplace, or an appropriate simulated environment in which postal services are provided.
4. *'Making up and returning mail bags'* is a universal rule among postal administrations. This rule refers to the obligation of countries and post administrations that receive mail, to return the emptied mail bags to the address of the sender (postal administration/company/country) printed on the bags.
5. Work may be conducted in restricted spaces; exposed conditions; controlled or open environments.
6. All inspection, operation and maintenance procedures associated with the use of equipment shall comply with manufacturer's guidelines and instructions.
7. Regulations and legislation relevant to this unit standard include the following:
 - Namibia Labour Act, No 11 of 2007
 - The Social Security Act 1994
 - The Employee Compensation Amendment Act 5 of 1995
 - National Road Traffic Act 22 of 1999; Chapter 6 part 4 (Hazardous goods)
 - Occupational Health and Safety Regulations No.18, 1997
and all subsequent amendments.

Quality Assurance Requirements

This unit standard and others within this subfield may be awarded by institutions which meet the accreditation requirements set by the Namibia Qualifications Authority and the Namibia Training Authority and which comply with the national assessment and moderation requirements. Details of specific accreditation requirements and the national assessment guidelines are available from the Namibia Qualifications Authority and the Namibia Training Authority on www.nta.com.na.

Elements and Performance Criteria

Element 1: Empty, sort and store mail bags

Range

Personal protective equipment and clothing may include but is not limited to: gloves; safety headwear and footwear; safety glasses; two-way radios; protective clothing; high visibility clothing.

Performance Criteria

- 1.1 Personal protective equipment and other safety equipment are selected and used in line with company policy and procedure.
- 1.2 Contents of mail bags are removed, following safe handling requirements and company policy and procedure.
- 1.3 Mail and postal items are transferred and set down ensuring no injury to personnel or damage to goods and in line with company policy and procedure.
- 1.4 Emptied mail bags are forwarded to mail room for storage, in line with safety codes, site operating procedures and company policy and procedure.
- 1.5 Emptied mail bags are stacked to minimise damage in line with company policy and procedure.

Element 2: Bundle, label, seal and weigh empty mail bags

Range

Recording of bag bundles may include but is not limited to: using the CN47 statement for mail of empty receptacles.

Performance Criteria

- 2.1 Emptied mail bags are located and accessed from mail room and sorted by country of origin, in line with company policy and procedure.
- 2.2 Empty bags are bundled according to letter or parcel bags, in line with company policy and procedure.
- 2.3 Bundled mail bags are labelled according to company and country of origin and sealed in line with company policy and procedure.
- 2.4 Bag bundles are weighed and forwarded to appropriate staff for recording in line with company policy and procedure.

- 2.5 Mail security arrangements are followed in line with company policy and procedure.

Element 3: Facilitate transfer of mail bags for return to owner

Performance Criteria

- 3.1 Schedule for return of mail bag bundles is followed in line with company policy and procedure.
- 3.2 Empty and sealed bag bundles are loaded for transport, minimising damage to bags in line with safe manual handling practices and company policy and procedure.
- 3.3 Mail security arrangements are followed in line with company policy and procedure.
- 3.4 Mail bag handover documents are completed in line with company policy and procedure.

Registration Data

Subfield:	Postal Services
Date first registered:	
Date this version registered:	
Anticipated review:	2013
Body responsible for review:	Namibia Training Authority