

Unit ID: 753

Domain

POSTAL OPERATIONS

Title:

**Prepare vehicle to deliver mail and cargo
as part of postal operations**

Level: 2

Credits: 6

Purpose

This unit standard specifies the competency required to prepare a vehicle to deliver mail and cargo as part of postal operations. It includes planning trip to pick-up or delivery destination; checking vehicle; and preparing vehicle for delivery. This unit standard is intended for those who work in postal service and courier operations.

Special Notes

1. Entry information

Prerequisite:

- Unit 737 *Follow safety and security work procedures in a postal services environment*
or demonstrated equivalent knowledge and skills.

2. Assessment evidence may be collected from a real workplace, or simulated real workplace or an appropriate simulated realistic environment in which postal operations are carried out.
3. Work must be carried out in compliance with the regulations of the Namibia Traffic Information System (NATIS).
4. Work involves the application of routine vehicle checking and maintenance principles and procedures to service and maintain a commercial vehicle across a variety of operational contexts.
5. All inspection, operation and maintenance procedures associated with the use of tools and equipment shall comply with company policy and procedure and manufacturer's instructions.
6. *Safe working practices* include day to day observation of safety policies and procedures, legislative requirements and professional requirements.
7. '*Specifications*' refers to any, or all of the following: manufacturer's specifications and recommendations, establishment specific requirements.
8. Regulations and legislation relevant to this unit standard include the following:
 - Namibia Post and Telecommunications Establishment Act, No. 17 of 1992
 - Labour Act, No. 11 of 2007
 - Social Security Act, No. 34 of 1994
 - National Road Traffic & Transport Regulation of 2001
 - Namibia Traffic Information System (NATIS)

- National Road Traffic Act, No. 22 of 1999; Chapter 6 part 4 (Hazardous goods)
- Occupational Health and Safety Regulations No.18, 1997 and all subsequent amendments to any of the above.

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 arrangements are available from the Namibia Qualifications Authority and the Namibia Training Authority. All approved unit standards, qualifications and national assessment arrangements are available on the Namibia Training Authority website www.nta.com.na

Elements and Performance Criteria

Element 1: Plan trip to pick-up or delivery destination

Performance Criteria

- 1.1 Health and safety procedures are applied and personal protective equipment is selected and used as appropriate in line with company requirements.
- 1.2 Details and any special requirements of the destinations being covered are obtained in line with company procedures.
- 1.3 Details of the types of goods or items for pick-up, delivery or distribution are obtained in line with company procedures.
- 1.4 Items requiring special treatment are identified in line with company procedures.
- 1.5 Plans are identified for responding to any distribution problems along the route in line with company procedures.
- 1.6 Arrangements are confirmed for effective use of resources during the pick-up, delivery or distribution operation in line with company procedures.
- 1.7 Optimum sequence for pick-up, delivery or distribution destinations is identified in line with company procedures.
- 1.8 Plans of trip are recorded in line with company procedures.

Element 2: Check vehicle

Range

Routine checks include checking prior to operations, on completion of operations, on completion of maintenance activities; and they include but are not limited to: lights (head lights, indicators, brake lights, reversing lights), water or coolant; oil; brake fluid; clutch fluid; petrol or diesel; tyre pressure; vehicle logs and reports; spare tyre; wheel brace and jack.

Types of vehicle include but are not limited to: any commercial road transport vehicle including light vehicle, heavy vehicle, combination vehicle.

Documentation and records may include but are not limited to: workplace procedures, vehicle logbooks; checklists and instructions, vehicle manufacturer's instructions, specifications and recommended procedures, safety procedures.

Performance Criteria

- 2.1 Routine checks are made of vehicle systems and appropriate action is initiated for maintenance where required in line with company procedures.
- 2.2 Safety procedures are followed when carrying out routine checks of vehicle in line with company procedures.
- 2.3 Documentation and records of routine servicing, maintenance and repairs are updated as required and kept in line with company procedures.

Element 3: Prepare vehicle for delivery

Performance Criteria

- 3.1 Appropriate equipment and containers to assist with pick-up, delivery or distribution are packed into vehicle in line with company procedures.
- 3.2 Checks are performed to ensure that items being transported are secured in the appropriate vehicle in line with company procedures.
- 3.3 Reasonable precautions are made to ensure that items being transported are protected during transportation in line with company procedures.
- 3.4 Any suspicious or dangerous items are reported to the relevant people and appropriate actions are taken in line with company procedures.

Registration Data

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