

		Unit ID: 757
Domain	POSTAL OPERATIONS	
Title:	Sort, bundle and return empty mail bags in postal operations	
Level: 2	Credits: 5	

Purpose

This unit standard specifies the competency required to sort, bundle and return empty mail bags in postal operations. It includes collecting and sorting international mail bags; bundling international mail bags; returning international mail bags; and sorting, bundling and returning local mail bags. This unit standard is intended for those who work in postal service 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. Checking that mail bags are empty includes but is not limited to turning inside out and visually inspecting.
4. 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
 - Financial Intelligence Act, No. 3 of 2007
 - 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: Collect and sort international mail bags

Range

Types of mail include but are not limited to: letters; express mail or expedited mail services (EMS); parcels.

Performance Criteria

- 1.1 Empty mail bags are collected from distribution section and transferred to mail room in line with company procedure.
- 1.2 Checks are made to ensure that mail bags are empty of mail in line with company procedure.
- 1.3 Mail bags are sorted into countries of origin in line with industry practice and company procedure.
- 1.4 Sorted mail bags per country, are further sorted according to type of mail in line with industry practice and company procedure.

Element 2: Bundle international mail bags

Range

Grouping involves making groups of twenty bags for letters and expedited mail services (EMS); and groups of ten parcel bags.

Bundling a group of twenty bags involves putting nineteen bags into one bag; and bundling a group of ten bags involves putting nine bags into one bag.

Performance Criteria

- 2.1 Sorted mail bags are grouped together according to type of mail bags in line with industry practice and company procedure.
- 2.2 Grouped mail bags are bundled together in line with industry practice and company procedure.
- 2.3 Bundled bags are tied and labeled in line with industry practice and company procedure.

Element 3: Return international mail bags

Range

Recording weight of bag bundles involves using appropriate bill forms, including form Coordination Number CN47 for empty bags; CN37, CN38 and CN41 for summary record of empty bags.

Performance Criteria

- 3.1 Bundled mail bags are transferred from mail room to distribution section for dispatch in line with company procedure.
- 3.2 Bag bundles are weighed and recorded in line with company procedure.
- 3.3 Prepared and recorded bag bundles are sent to country of origin in line with company procedure.

Element 4: Sort, bundle and return local mail bags

Performance Criteria

- 4.1 Empty mail bags are collected from registered letter section (RLS) and transferred to mail room in line with company procedures.
- 4.2 Checks are made to ensure that mail bags are empty of mail in line with company procedure.
- 4.3 Mail bags are placed into one bag in line with company procedures.
- 4.4 Bundled mail bags are tied and labeled for dispatch in line with company procedure.
- 4.5 Bundled mail bags are sent to office of exchange in line with company procedure.

Registration Data

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