

**Unit ID: 763**

**Domain**

**COURIER OPERATIONS**

**Title:**

**Load and unload vehicles carrying  
special loads as part of postal services  
operations**

**Level: 2**

**Credits: 7**

### **Purpose**

This unit standard specifies the competency required to load and unload vehicles carrying special loads as part of postal services operations. It includes loading and unloading vehicle; securing and protecting vehicle and load; and completing documentation relating to loading operation. This unit standard is intended for those who work in 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. Special loads do not include dangerous goods and cash in transit, which are dealt with in separate unit standards.
4. Special loads may include but are not limited to: include high value goods; animals; fresh produce, house effects; vehicles; recovery equipment; loads that are irregularly shaped; loads that are packaged or unpackaged; loads that are labelled or unlabelled; loads that are palletted or unpalletted.
5. Types of vehicle may include but is not limited to: all vehicles designed to carry special loads, for example concrete agitator; livestock transporter; tanker; refrigerated vehicle; fresh produce vehicle; car carrier; container carrier; recovery vehicle.
6. Regulations and legislation relevant to this unit standard include the following:
  - Namibia Post and Telecommunications Establishment Act, No. 17 of 1992
  - Namibia Labour Act, No 11 of 2007
  - Social Security Act, Act no. 34 of 1994
  - National Road Traffic Act 22 of 1999; Chapter 6 part 4 (dangerous goods and materials)
  - 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](http://www.nta.com.na)

## **Elements and Performance Criteria**

### **Element 1: Load and unload vehicle**

#### **Range**

Hazards may include but are not limited to: manual handling, load, trips and falls, chemicals, vehicles, robbery, failure of lifting aids and devices, environmental conditions.

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

Lifting aids and appliances may include but are not limited to: skid steer loaders; light internal transfer vehicles; front-end loaders; elevated work platforms; hydraulic jacks; kingfishers.

#### **Performance Criteria**

- 1.1 Load characteristics are identified and taken into account when determining appropriate loading and unloading procedures in line with company procedures.
- 1.2 Hazards associated with loading and unloading are identified and addressed in line with company procedures.
- 1.3 Personal protective equipment and clothing is accessed and used in line with company procedures
- 1.4 Vehicle is safely loaded demonstrating compliance with vehicle loading regulations and company procedures.
- 1.5 Lifting aids and appliances are selected and used to aid loading in compliance with company procedures and safety legislation.
- 1.6 Vehicle is safely unloaded or partially unloaded taking into account suitable locations, space, stowage, safe use of equipment and the balance of the remaining load in line with company procedures.
- 1.7 Ancillary equipment used in loading and unloading operations is safely operated in line with company procedures and manufacturer's instructions.

## **Element 2: Secure load**

### **Performance Criteria**

- 2.1 Vehicle load is secured using the applicable load restraint and protection equipment for different loads, vehicles and carriage conditions in line with company procedures.
- 2.2 Distribution of the load is checked to ensure that it is even, legal and within the safe working capacity of the vehicle in line with company procedures.
- 2.3 Security of load is checked in line with legal and company requirements.

## **Element 3: Complete documentation relating to loading operation**

### **Performance Criteria**

- 3.1 All required transportation documentation is completed in line with company procedures.

## **Registration Data**

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