

Unit ID: 764

Domain

COURIER OPERATIONS

Title:

**Package, label, load and unload goods
for transport as part of courier
operations**

Level: 2

Credits: 6

Purpose

This unit standard specifies the competency required to package, label, load and unload goods for transport as part of courier operations. It includes packaging goods for transport; labelling packaged goods; loading packaged goods for transport; and unload, unpack and store received goods. 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. Work information or documents may include but are not limited to: goods identification numbers and codes; manifests, picking slips, merchandise transfers, stock requisitions and bar codes; codes of practice and regulations relevant to the packaging of goods; operations manuals, job specifications and induction documentation; manufacturer's specifications for equipment; company procedures and policies; supplier and/or customer instructions; material safety data sheets; industrial arrangements; relevant Namibian standards and certification requirements; quality assurance procedures; emergency procedures.
4. Goods do not include dangerous goods or cash, which are included in separate unit standards.
5. 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

Elements and Performance Criteria

Element 1: Package goods for transportation

Range

Goods may be regularly or irregularly shaped; packaged or unpackaged; labelled or unlabelled.

Performance Criteria

- 1.1 Goods to be packaged are identified and safely handled in line with company procedures.
- 1.2 Packaging materials and equipment are identified in line with company procedures.
- 1.3 Goods are packaged in an efficient manner that minimises loss and damage in transit or storage in line with company procedures.
- 1.4 Packaged goods are stacked to minimise damage from within and outside in line with company procedures.

Element 2: Label packaged goods

Performance Criteria

- 2.1 Workplace labelling standards are identified and followed in line with company procedures.
- 2.2 Packaged goods are safely handled and labelled in line with characteristics of goods, regulatory requirements and company procedures.
- 2.3 Workplace documentation is completed in line with company procedures.

Element 3: Load packaged goods for transport

Performance Criteria

- 3.1 Characteristics of packaged goods are identified and taken into account when determining appropriate loading techniques in line with company procedures.
- 3.2 Loading operations are planned to make safe and effective use of available space in line with company procedures.

- 3.3 Goods are safely loaded in line with company procedures.
- 3.4 Lifting aids and appliances are selected and safely used to aid loading in line with company procedures.
- 3.5 Workplace documentation is completed in line with company procedures.

Element 4: Unload, unpack and store received goods

Performance Criteria

- 4.1 Appropriate manual handling techniques and equipment are identified and applied in line with company policy and procedure.
- 4.2 Safe work procedures are used when unloading, unpacking and storing goods in line with company procedures.
- 4.3 Lifting aids and appliances are selected and safely used to aid unloading in line with company procedures.
- 4.4 Advice on appropriate storage locations and requirements for particular products is sought from supervisor in line with company procedures.
- 4.5 Goods are unloaded and unpacked in line with company procedures.
- 4.6 Assistance from others is sought when required to maintain safe and effective work in line with company procedures.
- 4.7 Goods are stored and secured 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