

Unit ID: 772

Domain

COURIER OPERATIONS

Title:

**Monitor courier vehicle movement and
maintain courier records as part of postal
operations**

Level: 2

Credits: 5

Purpose

This unit standard specifies the competency required to monitor courier vehicle movement and maintain courier records as part of postal operations. It includes monitoring and documenting vehicle, container and cargo movements; and updating and maintaining courier records. 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. '*Courier records*' refers to all documentation related to vehicles, containers and cargo.
4. Work information and documents may include but are not limited to: goods identification numbers and codes; manifests, bar codes, and container identification or serial number; Namibian and international codes of practice and regulations relevant to the maintenance of vehicle, container and cargo records; Namibian and international regulations and codes of practice for the handling and transport of dangerous goods and hazardous substances; operations manuals, job specifications and induction documentation; manufacturers specifications for equipment; workplace procedures and policies; supplier and/or client instructions; dangerous goods declarations and material safety data sheets; industrial arrangements; relevant Namibian standards and certification requirements; quality assurance procedures; emergency procedures.
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: Monitor and document vehicle, container and cargo movements

Range

Vehicles, containers and cargo may include but are not limited to: goods with specialist requirements, including reefer units and vehicles; containers and cargo containing temperature controlled goods and/or dangerous goods.

Performance Criteria

- 1.1 Movement of vehicles, containers and cargo is monitored on a daily basis and the information recorded in line with legislative and company requirements.
- 1.2 Documentation related to vehicles, containers and cargo is processed in line with legislative and company requirements.
- 1.3 Vehicles, containers and cargo are checked using markings to ensure correct identification when updating records in line with company procedures.

Element 2: Update and maintain courier records

Range

Personnel in maintenance area may include but are not limited to: workplace staff; contractors.

Performance Criteria

- 2.1 Records are updated each time vehicles, containers and cargo are moved from the yard in line with company procedures.
- 2.2 Courier records are monitored daily and the specified information recorded in line with company procedures.
- 2.3 Problems with control systems on vehicles, containers and cargo are reported on the appropriate forms and forwarded to the maintenance area in line with company procedures.
- 2.4 Log cards on vehicles, containers and cargo with control systems are checked on completion of monitoring, and all unit or system breakdowns and/or faults are logged in the breakdown log diary 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