	Unit ID: 2348
Domain	**FREIGHT MANAGEMENT AND ADMINISTRATION**
Title:	**Frame and submit customs declarations and carrier release documentation**
Level: 4	**Credits: 6**

Purpose

This unit standard is intended for those who frame and submit customs declarations and carrier release documentation. People credited with this unit standard will be able to understand and implement Customs and Excise Act No. 20 of 1998, frame a Customs declaration, complete and submit a customs declaration and prepare and submit port/airport and carrier documentation.

This unit standard is intended for people who work in the freight operations industry.

Special Notes

1. Entry information:

   Prerequisite

   - *None*

2. Assessment evidence may be collected from a real or a simulated workplace or in which postal operations are carried out.

3. This unit standard is to be delivered and assessed in the context of Transport and Logistic operations and should be assessed in conjunction with other relevant technical unit standards selected from this domain.

4. To demonstrate competence, minimum evidence of the ability to frame a SAD500 in accordance with the Customs and Excise Act and produce carrier release documents.

5. Glossary of terms:
   - *"Frame"* in the context of customs submission refers to transposing of information from the relevant documentation onto the customs declaration.
   - *"SAD500"* is a single administrative document.

6. Support documentation may include but not limited to importers shipping instructions, commercial invoices, exchange declarations, packing lists, phytosanitary certificates, certificates of origin and other trade facilitation documents, letters of credit and other financial institution documents and particulars of cargo Bills of lading, airway bills, way bills and consignment notes.

7. Regulations and legislation relevant to this unit standard include the following:

- Customs and Excise Act with regulations, Act No. 20 of 1998 as amended
- Controlled Wildlife Products and Trade Act, Act 9 of 2008
- Arms and Ammunition Act, Act 7 of 1996

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 on www.nta.com.na.

Elements and Performance Criteria

Element 1: Demonstrate an understanding and implement Customs and Excise Act No. 20 of 1998

Performance Criteria

1.1 Concepts, principles, rules and legal requirements are explained relating to prohibition and restriction and control of imported goods as contained in legislation.

1.2 Goods are identified which are subject to imports prohibition, restrictions or control in terms of the Customs Act, import control Act and the prohibited and restricted goods index.

1.3 Principles, processes and procedures for import and export control to the importation and exportation of goods are applied to the preparation and checking of customs declaration and giving of information to clients.

1.4 The statutory requirements are applied to the preparation of customs declaration.

Element 2: Frame a Customs declaration

Performance Criteria

2.1 Principles, rules and legal requirements of the Customs Act are applied according to the framing and submission of customs declarations.

2.2 Supporting documentation is analysed for the purpose of transferring onto customs declaration.

2.3 Customs tariff headings and calculated customs values are transferred onto the applicable fields on the customs declaration.

Element 3: Complete and submit a Customs declaration

Performance Criteria

3.1 Clearance information is inserted into the customs declaration for the purpose of effecting clearance.

3.2. Consequences and liabilities of incorrect declaration with regards to principles, rules and legal requirements are explained.

3.3 Completed customs declarations are verified and authorised for submission according to the organisational procedures.

3.4 Relevant supporting documents are completed and submitted in terms of industry guidelines and shipment requirements.

3.5 Processes and procedures for the submission of documents for the forwarding and clearing of imported, exported and stopped and/or detained goods through the airline, banking, insurance industry and Customs and Excise are explained.

Element 4: Prepare and submit port and/or airport and carrier documentation

Range

Carrier documentation may include but is not limited to Bills of Lading; Airway Bills; Consignment Notes; Landing, Delivery and Forwarding Orders; Shipping Orders; Container Terminal Orders; Cargo Dues Receipts and Delivery Release Orders.

Carrier release charges may include but are not limited to freight and inland charges, cargo dues, shipping line storage and release fees, air consolidator and/or groupage agent storage and release fees.

Performance Criteria

4.1 Carrier documentation is identified according to shipment type for the purpose of effecting release and delivery of imported and exported cargo.

4.2 Carrier release charges are calculated in accordance with applicable tariffs.

4.3 Completed customs and carrier releases are used to arrange final upliftment and delivery of goods.

4.4 The risks and consequences for not completing and not submitting carrier documentation timeously are explained and their impact thereof.

Registration Data

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