



Australian Government

Department of Education, Employment and Workplace Relations

TLIA3007C Organise cargo for export

Release: 1

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Modification History

Not applicable.

Unit Descriptor

This unit involves the skills and knowledge required to organise the export of cargo including confirming correct preparation of the consignment, organising the loading of the cargo and processing the documentation.

Application of the Unit

Work must be carried out in compliance with the relevant codes of practice and regulations for the export of cargo.

It is performed under general supervision, with some accountability and responsibility for self and others in achieving the prescribed outcomes.

Work involves the application of routine freight forwarding principles and procedures to organise cargo for export.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

The required outcomes described in this unit of competency contain applicable facets of Employability Skills. The Employability Skills Summary of the qualification in which this competency is packaged will assist in identifying employability skill requirements.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the required performance needed to demonstrate achievement of the element. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

Elements and Performance Criteria

Element	Performance Criteria
1 Confirm correct preparation of consignment	<ul style="list-style-type: none">1.1 Consignment is checked to ensure that cargo is consistent with packing specification and is suitable for the type and method of transport1.2 Consignment is checked to ensure that labelling and marking of cargo conforms with domestic and international regulations and workplace requirements and that the packaging of cargo conforms to regulatory requirements and is appropriate for the method of transport1.3 Cargo is checked for dangerous goods or explosives and it is confirmed that, where applicable, packaging and labelling conform with the Australian and International Dangerous Goods or Explosives Codes1.4 Discrepancies in the composition or preparation of the cargo are noted and action is undertaken in accordance with workplace procedures
2 Organise the loading of cargo	<ul style="list-style-type: none">2.1 Handling methods and equipment are selected which are suitable for the goods and transport method2.2 Goods transfer methods between modes of transport are selected where appropriate2.3 Procedures for the loading of cargo are organised in accordance with good practice requirements2.4 Established industry practice is followed in the organisation of the loading of cargo2.5 Employees, equipment and temporary storage areas (if required) are allocated and supervised2.6 Individuals are informed of work requirements, timelines and relevant personal protective equipment2.7 Work processes are monitored to ensure that resources, both human and equipment, are maintained at productive levels and within OH&S

requirements

3 Process documentation

- 3.1 All relevant documentation is consolidated and checked for completion
- 3.2 Dangerous goods declaration is obtained from consignor (if necessary)
- 3.3 Discrepancies in documentation are identified and action is undertaken in accordance with workplace procedures
- 3.4 Documents are filed/stored/forwarded in accordance with workplace procedures

Required Skills and Knowledge

REQUIRED KNOWLEDGE AND SKILLS

This describes the essential knowledge and skills and their level required for this unit.

Required knowledge:

Codes of practice and legislative requirements including local and international regulations relevant to the export of cargo

Australian and international regulations and codes of practice for the handling and transport of dangerous goods and hazardous substances

Relevant OH&S and environmental procedures and regulations

Interpretation of client requirements

Procedures for the identification and evaluation of information needed to organise the export of cargo

Procedures for the calculation of weights, volumes and dimensions

Procedures for the reviewing of transport options and availability of carriers

Procedures for liaising with Australian and international contacts

Procedures for batching, dating and numbering

Procedures for the completion of consignment documentation

Problems that may occur when organising the export of cargo and appropriate action that can be taken

Contacts and sources of information/documentation needed when organising the export of cargo

Customer service policies and procedures

Required skills:

Communicate effectively with others when organising the export of cargo

Read and interpret instructions, procedures, information, labels and other documents relevant to the organisation of the export of cargo

Complete documentation related to the organisation of the export of cargo

Work collaboratively with others when organising the export of cargo

Adapt appropriately to cultural differences in the workplace, including modes of behaviour and interactions with others

Promptly report and/or rectify any identified problems that may arise when organising the export of cargo in accordance with regulatory requirements and workplace procedures

Implement contingency plans for unplanned events that may arise when organising the export of cargo

Monitor work activities in terms of planned schedule

Modify activities depending on differing operational contingencies, risk situations and environments

Work systematically with required attention to detail without injury to self or others, or damage to goods or equipment

Operate and adapt to differences in cargo and systems in accordance with standard operating procedures

Select and use relevant communications equipment when organising the export of cargo

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required knowledge and skills, the range statement and the assessment guidelines for this Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

The evidence required to demonstrate competency in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria of this unit and include demonstration of applying:

the underpinning knowledge and skills

relevant legislation and workplace procedures

other relevant aspects of the range statement

Context of and specific resources for assessment

Performance is demonstrated consistently over a period of time and in a suitable range of contexts

Resources for assessment include:

a range of relevant exercises, case studies and other simulated practical and knowledge assessment, and/or

access to an appropriate range of relevant operational situations in the workplace

In both real and simulated environments, access is required to:

relevant and appropriate materials and/or equipment, and/or

applicable documentation including workplace procedures, regulations, codes of practice and operation manuals

Method of assessment

Assessment of this unit must be undertaken by a registered training organisation

As a minimum, assessment of knowledge must be conducted through appropriate written/oral tests

Practical assessment must occur:

through appropriately simulated activities at the registered training organisation, and/or

in an appropriate range of situations in the workplace

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance.

Organisation of the cargo for export may include:	movement of equipment, goods, materials and vehicular traffic
Customers may be:	internal or external
Operations may be conducted:	by day or night
Cargo to be exported may include:	dangerous, hazardous, perishable, fragile, packaged goods or in liquid or solid form
Forms of documentation for the export of cargo may include:	packing specifications and lists manifests invoices
Transport modes may include:	air, sea or combinations
Requirements for work may include:	site restrictions and procedures use of safety and personal protective equipment communications equipment specialised lifting and/or handling equipment incident/accident breakdown procedures authorities and permits hours of operations noise restrictions additional gear and equipment
Hazards may include:	hazardous or dangerous materials contamination of, or from, materials being handled noise, light, energy sources stationary and moving machinery, parts or components dust/vapours spills, leakages, ruptures

	service lines
Hazard management is consistent with:	the principle of hierarchy of control with elimination, substitution, isolation and engineering control measures being selected before safe working practices and personal protective equipment
Established industry practice when planning procedures for the loading of cargo includes:	<p>available space is used efficiently</p> <p>goods are packed for ease of inspection and to meet delivery and customer requirements</p> <p>goods are secured ensuring no damage to contents</p> <p>weight and volume of consolidated cargo conforms to specifications</p> <p>dangerous goods are labelled in accordance with Australian and International Dangerous Goods Codes</p> <p>dangerous goods are packaged and labelled in accordance with their class and subsidiary risk</p>
Consultative processes may involve:	<p>other employees and supervisors</p> <p>suppliers, potential customers and clients</p> <p>relevant authorities and institutions</p> <p>management and union representatives</p> <p>industrial relations and OH&S specialists</p> <p>other maintenance, professional or technical staff</p>
Depending on the type of organisation concerned and the local terminology used, workplace procedures may include:	<p>company procedures</p> <p>enterprise procedures</p> <p>organisational procedures</p> <p>established procedures</p>
Information/documentation may include:	<p>Australian and international codes of practice and regulations relevant to export of cargo</p> <p>Australian and international regulations and codes of practice for the handling and transport of dangerous goods and hazardous substances</p> <p>operations manuals, job specifications and</p>

Applicable procedures and codes may include:

procedures and induction documentation
Safe Working Limits (SWL) and Working Load Limits (WLL) of transport options
workplace operating procedures and policies
supplier and/or client instructions
Australian and international standards, criteria and certification requirements
communications technology equipment, oral, aural or signed communications
quality assurance procedures
emergency procedures
relevant competency standards and training materials
relevant codes and regulations for the export of cargo
Australian and international regulations and codes of practice for the handling and transport of dangerous goods and hazardous substances, including:
Australian and International Dangerous Goods Codes
Australian Marine Orders and the International Maritime Dangerous Goods Code
IATA Dangerous Goods by Air regulations
Australian and International Explosives Codes

relevant international and Australian state/territory road rules and transport regulations
relevant Australian and international standards and certification requirements
international transport regulations, codes and procedures
relevant state/territory OH&S legislation
relevant state/territory environmental protection legislation

Unit Sector(s)

Not applicable.

Competency Field

A - Handling Cargo/Stock