



Australian Government

Department of Education, Employment and Workplace Relations

TLIA507C Check and evaluate records and documentation

Release: 1

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Modification History

Not applicable.

Unit Descriptor

This unit involves the skills and knowledge required to check and evaluate records and documentation in accordance with regulatory and workplace requirements including checking documentation and analysing and evaluating records.

Application of the Unit

Work must be carried out in compliance with the relevant standards, regulations and workplace requirements concerning the documentation requirements for the local and international transport of cargo and containers.

Work is performed under some supervision generally within a team environment. It involves the application of workplace procedures and regulatory requirements to the checking and evaluation of documentation for the local and international transport of cargo and containers as part of work activities in the stevedoring, transport, distribution and allied industries.

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 Check documentation	<ul style="list-style-type: none">1.1 Documentation is checked to ensure its compliance with regulatory and workplace requirements1.2 Documentation is checked on a regular basis, and the personnel responsible for documentation are advised of deadlines1.3 Use of systems for the maintenance of records complies with regulatory and workplace requirements
2 Analyse and evaluate records	<ul style="list-style-type: none">2.1 Records are analysed to identify unexpected deviations from plans or possible future problems with plant and equipment2.2 Advice is provided to appropriate personnel when problems are identified2.3 Security of records and documentation is maintained at all times with access being granted to authorised personnel 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:

Australian and international standards, codes and regulations relevant to the documentation requirements for the local and international transport of cargo and containers including the Australian and International Dangerous Goods Codes

Relevant OH&S and environmental protection procedures and guidelines

Workplace procedures and policies for checking and evaluating documentation for the local and/or international transport of cargo and containers

Focus of operation of work systems, equipment, management and site operating systems for checking and evaluating cargo/container transport documentation

Problems that may occur when checking and evaluating documentation and appropriate action that can be taken to resolve the problems

Types of cargo, containers and transport modes and the documentation requirements for each

Site layout, loading/unloading plans and sequence sheets

The marking and numbering systems for cargo

Relevant bond, quarantine or other legislative requirements

Required skills:

Communicate effectively with others when checking and evaluating transport documentation

Read and interpret instructions, procedures and labels relevant to checking and evaluating transport documentation

Receive, acknowledge and send messages with available communications equipment

Identify cargo, container and goods, coding, ADG and IMDG markings and where applicable emergency information panels

Work collaboratively with others when checking and evaluating transport documentation

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

Promptly report and/or rectify any identified problems, faults or malfunctions when checking and evaluating transport documentation in accordance with regulatory requirements and workplace procedures

Monitor work activities in terms of planned schedule

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

Identify, select and use relevant equipment, processes and procedures when checking and evaluating documentation for the local and/or international transport of cargo and containers

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.

Work may be conducted in:	a range of work environments by day or night
Customers may be:	internal or external
Workplaces may comprise:	large, medium or small worksites
Work may be conducted in:	limited or restricted spaces exposed conditions controlled or open environments office environments
Cargo/freight may include:	goods with specialist requirements, including temperature controlled goods and dangerous goods
Hazards in the work area may include exposure to:	chemicals dangerous or hazardous substances movements of equipment, goods, materials and vehicular traffic
Personnel in work area may include:	workplace personnel site visitors contractors official representatives
Personal protective equipment may include:	gloves safety headwear and footwear safety glasses two-way radios protective clothing high visibility clothing
Communication in the work area may include:	phone fax

	email
	electronic data transfer (EDI)
	RF systems
	radio
	oral, aural or signed communications
Depending on the type of organisation concerned and the local terminology used, workplace procedures may include:	company procedures
	enterprise procedures
	organisational procedures
	established procedures
Information/documents may include:	goods identification numbers and codes
	manifests, bar codes, and container identification/serial number
	Australian and international codes of practice and regulations relevant to the documentation requirements for the local and/or international transport of cargo and containers
	Australian 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 (where applicable)
	award, enterprise bargaining agreement, other industrial arrangements
	relevant Australian standards and certification requirements
	quality assurance procedures
	emergency procedures
Applicable regulations and legislation may include:	relevant standards, codes and regulations relevant to the documentation requirements for the local and international transport of

cargo and containers

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

licence, patent or copyright arrangements

water and road use and licence arrangements

export/import/quarantine/bond requirements

marine orders

relevant Australian standards and certification requirements

relevant state/territory OH&S and environmental protection legislation

workplace relations regulations

workers compensation regulations

Unit Sector(s)

Not applicable.

Competency Field

A - Handling Cargo/Stock