



Australian Government

Department of Education, Employment and Workplace Relations

TLIA807C Transfer cargo

Release: 1

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Modification History

Not applicable.

Unit Descriptor

This unit involves the skills and knowledge required to transfer cargo in accordance with workplace requirements including preparing for the transfer of the load, safely transferring the cargo using appropriate lifting equipment, finalising the transfer, and completing all required documentation.

Application of the Unit

Work must be carried out in compliance with the relevant regulations and workplace requirements concerning the transfer of cargo/freight.

Work is performed under some supervision generally within a team environment. It involves the application of workplace procedures and regulatory requirements when transferring cargo 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 Prepare for load transfer	<ul style="list-style-type: none">1.1 Load characteristics are identified to determine any special handling or equipment requirements1.2 Location of load in yard and following transfer method is determined1.3 Pathway for load transfer is established consistent with workplace procedures noting obstacles and any particular safety precautions1.4 Working area is prepared in accordance with the national standards, safety codes, and site operating procedures1.5 Personal protective equipment and other safety equipment is assembled1.6 The Safe Working Load (SWL) or Working Load Limit (WLL) is calculated using formulae for the particular type of lifting equipment1.7 Lifting equipment is checked to determine safe working order for the transfer1.8 Unsafe equipment is reported to appropriate personnel
2 Transfer cargo	<ul style="list-style-type: none">2.1 Cargo is steadied and secured using appropriate devices2.2 Load is lifted and shifted safely following national standards, safety codes and site operating procedures2.3 Load is transferred and set down ensuring no injury to personnel or damage to machinery or cargo
3 Complete transfer	<ul style="list-style-type: none">3.1 Securing arrangements are released from load ensuring no injury to personnel or damage to machinery or cargo3.2 Relevant documentation is completed including reporting of damaged cargo in accordance with workplace reporting requirements

3.3 Equipment is returned to store and work area returned to normal working condition

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 codes and regulations relevant to the transfer of cargo/freight including the Australian and International Dangerous Goods Codes

Relevant OH&S and environmental protection procedures and guidelines

Workplace procedures and policies for the transfer of cargo and freight

Focus of operation of work systems, equipment, management and site operating systems for the transfer of cargo and freight

Problems that may occur when transferring cargo/freight and appropriate action that can be taken to resolve the problems

Relevant handling and safety codes

Types of equipment used to transfer loads in terminals/wharves, their applications and procedures and precautions for their use

Requirements for Safe Working Load (SWL) and Working Load Limit (WLL) of load shifting equipment

The marking and numbering systems for cargo

Relevant bond, quarantine or other legislative requirements

Required skills:

Communicate effectively with others when transferring cargo and freight

Read and interpret instructions, procedures, information and signs relevant to the transfer of cargo and freight

Interpret and follow operational instructions and prioritise work when transferring cargo and freight

Complete documentation related to work activities when transferring cargo and freight

Receive, acknowledge and send messages with communications equipment whilst operating load transfer equipment

Work collaboratively with others when transferring cargo and freight

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 transferring cargo and freight in accordance with regulatory requirements and workplace procedures

Implement contingency plans for unplanned events that may occur when transferring cargo and freight

Apply precautions and required action to minimise, control or eliminate hazards that may exist during work activities

Monitor work activities in terms of planned schedule

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

Apply fatigue management knowledge and techniques

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 equipment in accordance with standard operating procedures

Select and use required personal protective equipment conforming to industry and OH&S standards

Monitor performance of load transfer equipment

Conduct checks on equipment used when transferring cargo and freight in terms of service schedule and standard operating procedures

Identify, select and use relevant equipment, processes and procedures when transferring cargo and freight

Estimate the size, shape and special requirements of loads

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
Cargo/freight may include:	goods with specialist requirements, including temperature controlled goods and dangerous goods
Equipment may include:	appropriate load shifting equipment normally in use at a terminal or wharf (but does not include gantry equipment, boom cranes, dozers or specialised load shifting equipment which are covered by separate competency units)
Hazards in the work area may include exposure to:	chemicals dangerous or hazardous substances movements of equipment, goods, materials and vehicular traffic
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
Personnel in work area may include:	workplace personnel
	site visitors
	contractors
	official representatives
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 transfer of cargo
	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	relevant codes and regulations for the

include:

transfer of cargo/freight

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 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