TLIA3002A Maintain container/cargo records

Release: 1

TLIA3002A Maintain container/cargo records

Modification History

Not Applicable

Unit Descriptor

Unit Descriptor	This unit involves the skills and knowledge required to maintain container/cargo records in accordance with workplace requirements, including processing container and/or cargo documentation; maintaining records of container/cargo movements; monitoring container/cargo, including reefer units, and maintinaing records. Licensing, legislative, regulatory or certification requirements are applicable to this unit.

Application of the Unit

Application of the Unit	Work must be carried out in compliance with the relevant regulations and workplace requirements concerning the maintenance of container/cargo records.
	Work is performed under some supervision generally within a team environment. It involves the application of workplace procedures and regulatory requirements to the maintenance of container/cargo records as part of work activities in the stevedoring, transport, distribution and allied industries.

Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Not Applicable

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Employability Skills Information

Employability Skills   This unit contains employability skills.

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

ELEMENT	PERFORMANCE CRITERIA
1 Process container/cargo documentation	1.1 Container/cargo documentation is processed in accordance with workplace procedures and statutory authority requirements
	1.2 Movements of containers/cargo are recorded in accordance with workplace procedures and statutory authority requirements
2 Maintain records of container/cargo movements	2.1 Container/cargo records are updated each time containers/cargo are moved within the yard
	2.2 Containers/cargo are checked using markings to ensure correct identification when updating records
3 Monitor container/cargo and maintain records	3.1 Containers/cargo are monitored on a daily basis and the specified information recorded
	3.2 Problems with controlled systems on containers/cargo are reported on the appropriate forms and forwarded to the maintenance area
	3.3 Log cards on containers/cargo with controlled systems are checked on completion of monitoring and all unit or system breakdowns and/or faults are logged in the breakdown log diary in accordance with workplace procedures
	3.4 Movement of containers/cargo is monitored on a daily basis and the information recorded

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 of practice and regulations relevant to the maintenance of container and cargo records including the Australian and International Dangerous Goods Codes
- Relevant OH&S and environmental protection procedures and guidelines
- Workplace procedures and policies for the maintenance of container and cargo records
- Focus of operation of work systems, equipment, management and site operating systems for the maintenance of container and cargo records
- Problems that may occur when maintaining container and cargo records and appropriate action that can be taken to resolve the problems
- Relevant handling and safety codes
- Site layout and location of reefer units

REQUIRED KNOWLEDGE AND SKILLS

- The marking and numbering systems for cargo
- Relevant bond, quarantine or other legislative requirements

Required skills:

- Communicate effectively with others when maintaining container and cargo records
- Receive, acknowledge and send messages with available communications equipment
- Read and interpret instructions, procedures, information and labels relevant to the maintenance of container and cargo records
- Interpret and follow operational instructions and prioritise work when maintaining container and cargo records
- Identify cargo, container and goods, coding, ADG / IMDG markings and where applicable emergency information panels
- Work collaboratively with others when maintaining container and cargo records
- Adapt appropriately to cultural differences in the workplace, including modes of behaviour and interactions with others
- Promptly report and/or rectify any identified problems when maintaining container and cargo records in accordance with regulatory requirements and workplace procedures
- Estimate size, shape and special requirements of loads
- Work systematically with required attention to detail without injury to self or others, or damage to goods or equipment

Evidence Guide

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

EVIDENCE GUIDE

- Resources for assessment include:
    - a range of relevant exercises, case studies and/or 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 equipment, and
    - 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 activities in an appropriately simulated environment 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
Containers/cargo may include:	goods with specialist requirements, including reefer units and containers/cargo containing temperature controlled

RANGE STATEMENT

	goods and/or dangerous goods
Information recorded during daily monitoring of reefers may include:	• temperatures • water meter readings • any faults in the operation of the reefer
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
Communication in the work area may include:	• phone • fax • email • electronic data transfer (EDI) • RF systems • radio • oral, aural or signed communications
Personal protective equipment may include:	• gloves • safety headwear and footwear • safety glasses • two-way radios • protective clothing • high visibility clothing
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 maintenance of container/cargo records • 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

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RANGE STATEMENT

	• 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 codes and regulations for the maintenance of container/cargo records
	• 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

Competency Field   A - Handling Cargo/Stock

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