



Australian Government

Department of Education, Employment and Workplace Relations

TLIA4005A Check and evaluate records and documentation

Release: 1

TLIA4005A Check and evaluate records and documentation

Modification History

Not Applicable

Unit Descriptor

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. 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 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

Refer to Unit Descriptor

Pre-Requisites

Not Applicable

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 Check documentation	<p>1.1 Documentation is checked to ensure its compliance with regulatory and workplace requirements</p> <p>1.2 Documentation is checked on a regular basis, and the personnel responsible for documentation are advised of deadlines</p> <p>1.3 Use of systems for the maintenance of records complies with regulatory and workplace requirements</p>
2 Analyse and evaluate records	<p>2.1 Records are analysed to identify unexpected deviations from plans or possible future problems with plant and equipment</p> <p>2.2 Advice is provided to appropriate personnel when problems are identified</p> <p>2.3 Security of records and documentation is maintained at all times with access being granted to authorised personnel in accordance with workplace procedures</p>

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:

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**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/or other simulated practical and knowledge assessment, and/or
 - access to an appropriate range of relevant operational

EVIDENCE GUIDE

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: | <ul style="list-style-type: none"> • a range of work environments • by day or night |
| Customers may be: | <ul style="list-style-type: none"> • internal or external |
| Workplaces may comprise: | <ul style="list-style-type: none"> • large, medium or small worksites |
| Work may be conducted in: | <ul style="list-style-type: none"> • limited or restricted spaces • exposed conditions • controlled or open environments • office environments |
| Cargo/freight may include: | <ul style="list-style-type: none"> • goods with specialist requirements, including temperature controlled goods and dangerous goods |
| Hazards in the work area may include exposure to: | <ul style="list-style-type: none"> • chemicals • dangerous or hazardous substances • movements of equipment, goods, materials and vehicular traffic |

RANGE STATEMENT

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

RANGE STATEMENT

Applicable regulations and legislation may include:

- requirements
- quality assurance procedures
- emergency procedures
- 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

Competency Field A - Handling Cargo/Stock