



**Australian Government**

# **CPPSIS3018 Transfer loads**

**Release: 1**

# CPPSIS3018 Transfer loads

## Modification History

Release 1.

Replaces superseded equivalent CPPSIS3018A Transfer personnel and loads.

This version first released with CPP Property Services Training Package Version 3.

## Application

This unit of competency specifies the outcomes required to plan and conduct the loading, transfer and unloading of personnel and goods to a work site. The work site could be in a remote location in off-road conditions using a boat or four-wheel drive vehicle. The unit covers selecting equipment to assist loading activities, and complying with legal requirements relating to the transport and handling of hazardous materials, and to load mass, restraint and protection.

The unit supports those who work under supervision in a surveying and spatial information services team, in a range of work sites and positions, such as field support for data collection and site set-out.

Licensing, legislative, regulatory or certification requirements concerning the loading and unloading of goods, including mass and loading regulations dealing with over-size and over-mass permits, apply to this unit in some States. Relevant state and territory regulatory authorities should be consulted to confirm those requirements.

## Pre-requisite Unit

Nil

## Unit Sector

Surveying and spatial information services

## Elements and Performance Criteria

Elements describe the essential outcomes.

Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.

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|-------------------------------|---|
| 1. Prepare for load transfer. | 1.1. <b><i>Load transfer requirements</i></b> are identified and clarified with <b><i>appropriate persons</i></b> . |
|                               | 1.2. Load transfer activities are planned to ensure efficient and safe operations and environmental protection, and |

- according to organisational requirements.
- 1.3. **Transport equipment** appropriate for the type of load and loading and unloading activities to be conducted is selected and accessed.
  - 1.4. Factors affecting safe and efficient load transfer are identified and assessed in consultation with appropriate persons to meet organisational and safety requirements.
2. Carry out loading and unloading.
- 2.1. Loading and unloading activities are conducted in a safe and efficient manner, taking into account suitable locations, stowage and balance of remaining load.
  - 2.2. **Lifting aids and equipment** are selected and used to assist loading and unloading according to organisational procedures and safety requirements.
  - 2.3. Load is secured and protected using correct load restraint methods and according to organisational requirements.
  - 2.4. Goods and technical equipment requiring special handling are identified and documentation is completed according to organisational requirements.
3. Operate vehicle to complete load transfer.
- 3.1. Pre-operational inspections and checks of vehicle are conducted, and problems or malfunctions reported according to organisational requirements.
  - 3.2. Vehicle is operated using most efficient route of travel and ensuring safety of load and equipment.
  - 3.3. Route conditions and vehicle performance are constantly monitored and occurrences affecting safety and efficiency of operations are reported according to organisational requirements.
  - 3.4. Vehicle records are completed and maintained according to organisational requirements.

## Foundation Skills

This section describes the language, literacy, numeracy and employment skills essential to performance in this unit but not explicit in the performance criteria.

Skill	Performance feature
Planning and organising skills to:	<ul style="list-style-type: none"><li>• plan and navigate a transport route to account for terrain, weather and traffic contingencies.</li></ul>
Numeracy skills to:	<ul style="list-style-type: none"><li>• apply basic computations relating to load mass, size and weight.</li></ul>
Oral communication skills to:	<ul style="list-style-type: none"><li>• ask questions to clarify work task requirements</li><li>• receive and relay information clearly using a two-way radio.</li></ul>
Reading skills to:	<ul style="list-style-type: none"><li>• interpret Australian Dangerous Goods (ADG) markings and HAZCHEM signs</li><li>• interpret information from maps and manufacturer specifications.</li></ul>
Writing skills to:	<ul style="list-style-type: none"><li>• record clear and accurate load computations.</li></ul>
Problem-solving skills to:	<ul style="list-style-type: none"><li>• solve routine problems impacting on safety of load.</li></ul>

## Range of Conditions

This section specifies work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included. Bold italicised wording, if used in the performance criteria, is detailed below.

<b><i>Load transfer requirements</i></b> must include:	<ul style="list-style-type: none"><li>• load shape</li><li>• load size</li><li>• load weight</li><li>• route conditions</li><li>• work site location for load transfer.</li></ul>
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***Appropriate persons*** must include at least one of the following:

- experienced colleague
- supervisor or line manager.

***Transport equipment*** must include at least one of the following:

- boat
- car
- four-wheel drive vehicle (with or without trailer)
- light truck
- quad bike
- two-wheel drive vehicle (with or without trailer).

***Lifting aids and equipment*** must include at least one of the following:

- block and tackle
- hoist
- hydraulic lift
- jack
- stacker.

## Unit Mapping Information

CPPSIS3018A Transfer personnel and loads

## Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b>