



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **TDTA997B Complete and check import/export documentation**

**Release: 1**

## **TDTA997B Complete and check import/export documentation**

### **Modification History**

Not applicable.

### **Unit Descriptor**

Field A Handling cargo/stock

This unit involves the skills and knowledge required to complete import and export documentation including identifying procedures required for documentation for import/export of goods and completing documentation to meet regulatory and workplace requirements.

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### **Application of the Unit**

Not applicable.

### **Licensing/Regulatory Information**

Not applicable.

### **Pre-Requisites**

Not applicable.

### **Employability Skills Information**

Not applicable.

### **Elements and Performance Criteria Pre-Content**

Not applicable.

## Elements and Performance Criteria

### Elements and Performance Criteria

Element	Performance Criteria
1 Identify procedures required for documentation for import/export of goods	<ul style="list-style-type: none"><li>1.1 a.Documents required for goods are identified</li><li>1.2 b.Content requirements for each section of the documentation are applied</li><li>1.3 c.Requirements for permits are identified and implications noted</li><li>1.4 d.Procedures for obtaining clearances including Export Clearance Numbers (ECN) are identified and followed</li><li>1.5 e.Letters of credit are identified and implications of each noted</li></ul>
2 Complete and check documentation to meet regulatory and workplace requirements	<ul style="list-style-type: none"><li>2.1 a.Workplace procedures for authorisations are followed</li><li>2.2 b.Data entry for documents are completed</li><li>2.3 c.Entries are checked to ensure they meet customs and workplace requirements</li><li>2.4 e.Letters of credit are checked to ensure they meet commercial, transport and overseas requirements</li><li>2.5 f.Dangerous goods documentation is checked in accordance with regulatory requirements and workplace procedures</li><li>2.6 g.Workplace records are completed and filed to workplace requirements</li></ul>

## Required Skills and Knowledge

Not applicable.

## Evidence Guide

### Critical aspects of evidence to be considered

- a. Assessment must confirm appropriate knowledge and skills to:
  - a.1. identify procedures required for documentation for import/export of goods
  - a.2. complete and check documentation and records to meet regulatory and enterprise requirements
  - a.3. provide customer/client service and work effectively with others
  - a.4. convey information in written and oral form
  - a.5. locate, interpret and apply relevant information
  - a.6. select and use appropriate workplace colloquial and technical language and communication technologies in the workplace context
  - a.7. prepare documentation using letters of credit and to meet workplace and customer's/transport organisation's requirements

### Interdependent assessment of units

- a. This unit of competency may be assessed in conjunction with other units that form part of a worker's job function

### Required knowledge and skills

- a. Australian and international standards, codes and regulations relevant to the import and export of cargo/freight
- b. Relevant OHS and environmental protection procedures and guidelines
- c. Workplace procedures and policies for the completion of import/export documentation
- d. Focus of operation of work systems, equipment, management and site operating systems for obtaining customs clearances
- e. Problems that may occur when completing import/export documentation and appropriate action that can be taken to resolve the problems
- f. Documentation requirements for the import/export of cargo/freight
- g. Ability to select and use relevant communications/computing/office equipment when completing import/export documentation
- h. Ability to modify activities depending on differing workplace contexts, risk situations and environments
- i. Ability to read and comprehend simple statements in English
- j. Ability to read and interpret instructions, procedures and labels relevant to the import/export of cargo/freight

### Resource implications

- a. Access is required to opportunities to:
  - a.1. participate in a range of exercises, case studies and other simulated practical and knowledge assessments that demonstrate the skills and knowledge to complete import/export documentation, and/or
  - a.2. complete import/export documentation in an appropriate range of operational situations

### Consistency in performance

- a. Applies underpinning knowledge and skills when:
  - a.1. identifying required procedures
  - a.2. completing and checking required documentation and records
  - a.3. providing customer/client service and working effectively with others
  - a.4. conveying information in written and oral form
  - a.5. locating, interpreting and applying relevant information

- a.6. preparing documentation using letters of credit and to meet workplace and customer's/transport organisation's requirements
- b. Shows evidence of application of relevant workplace procedures including:
  - b.1. relevant standards, codes of practice and legislative requirements including local and international regulations pertaining to the import/export of cargo
  - b.2. Australian and international regulations and codes of practice for the handling and transport of dangerous goods, explosives and hazardous substances
  - b.3. workplace procedures and instructions (including security and housekeeping procedures)
  - b.4. OHS policies and procedures
  - b.5. issue resolution procedures
  - b.6. obtaining assistance from other team members when required
  - b.7. relevant guidelines relating to the safe use of equipment
  - b.8. customer service and quality assurance procedures and policies
  - b.9. environmental protection procedures
- c. Action is taken promptly to report and/or rectify any potential difficulties in safely shifting a load in accordance with OHS requirements and workplace procedures
- d. Performance is demonstrated consistently over a period of time and in a suitable range of contexts
- e. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others
- f. Work is completed systematically with required attention to detail without damage to goods, equipment or personnel

**Context for assessment**

- a. Assessment of this unit must be undertaken by a Registered Training Organisation:
  - a.1. As a minimum, assessment of knowledge must be conducted through appropriate oral and/or written questioning
  - a.2. Appropriate practical assessment must occur:
    - a.2.1. at the Registered Training Organisation, and/or
    - a.2.2. in an appropriate work situation

**Critical aspects of evidence to be considered**

- a. Assessment must confirm appropriate knowledge and skills to:
  - a.1. identify procedures required for documentation for import/export of goods
  - a.2. complete and check documentation and records to meet regulatory and enterprise requirements
  - a.3. provide customer/client service and work effectively with others
  - a.4. convey information in written and oral form
  - a.5. locate, interpret and apply relevant information
  - a.6. select and use appropriate workplace colloquial and technical language and communication technologies in the workplace context
  - a.7. prepare documentation using letters of credit and to meet workplace and customer's/transport organisation's requirements

**Interdependent assessment of units**

- a. This unit of competency may be assessed in conjunction with other units that form part of a worker's job function

**Required knowledge and skills**

- a. Australian and international standards, codes and regulations relevant to the import and export of cargo/freight
- b. Relevant OHS and environmental protection procedures and guidelines

- c. Workplace procedures and policies for the completion of import/export documentation
- d. Focus of operation of work systems, equipment, management and site operating systems for obtaining customs clearances
- e. Problems that may occur when completing import/export documentation and appropriate action that can be taken to resolve the problems
- f. Documentation requirements for the import/export of cargo/freight
- g. Ability to select and use relevant communications/computing/office equipment when completing import/export documentation
- h. Ability to modify activities depending on differing workplace contexts, risk situations and environments
- i. Ability to read and comprehend simple statements in English
- j. Ability to read and interpret instructions, procedures and labels relevant to the import/export of cargo/freight

**Resource implications**

- a. Access is required to opportunities to:
  - a.1. participate in a range of exercises, case studies and other simulated practical and knowledge assessments that demonstrate the skills and knowledge to complete import/export documentation, and/or
  - a.2. complete import/export documentation in an appropriate range of operational situations

**Consistency in performance**

- a. Applies underpinning knowledge and skills when:
  - a.1. identifying required procedures
  - a.2. completing and checking required documentation and records
  - a.3. providing customer/client service and working effectively with others
  - a.4. conveying information in written and oral form
  - a.5. locating, interpreting and applying relevant information
  - a.6. preparing documentation using letters of credit and to meet workplace and customer's/transport organisation's requirements
- b. Shows evidence of application of relevant workplace procedures including:
  - b.1. relevant standards, codes of practice and legislative requirements including local and international regulations pertaining to the import/export of cargo
  - b.2. Australian and international regulations and codes of practice for the handling and transport of dangerous goods, explosives and hazardous substances
  - b.3. workplace procedures and instructions (including security and housekeeping procedures)
  - b.4. OHS policies and procedures
  - b.5. issue resolution procedures
  - b.6. obtaining assistance from other team members when required
  - b.7. relevant guidelines relating to the safe use of equipment
  - b.8. customer service and quality assurance procedures and policies
  - b.9. environmental protection procedures
- c. Action is taken promptly to report and/or rectify any potential difficulties in safely shifting a load in accordance with OHS requirements and workplace procedures
- d. Performance is demonstrated consistently over a period of time and in a suitable range of contexts
- e. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others
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## Range Statement

### General context

- a. Work must be carried out in compliance with the relevant standards, regulations and workplace requirements concerning the completion and checking of import/export documentation
- b. Work is performed under some supervision generally within a team environment
- c. Work involves the application of workplace procedures and regulatory requirements to the completion/checking of import/export documentation as part of work activities in the warehousing, distribution and/or storage industries

### Worksite environment

- a. Work may be conducted in a range of work environments by day or night
- b. Customers may be internal or external
- c. Workplaces may comprise large, medium or small worksites
- d. Work may be conducted in:
  - d.1. limited or restricted spaces
  - d.2. exposed conditions
  - d.3. controlled or open environments
- e. Cargo may include goods with specialist requirements, including temperature controlled goods and dangerous goods
- f. Hazards in the work area may include exposure to:
  - f.1. chemicals
  - f.2. dangerous or hazardous substances
  - f.3. movements of equipment, goods and materials
- g. Consultative processes may involve:
  - g.1. other employees and supervisors
  - g.2. suppliers, customers and clients
  - g.3. relevant authorities and institutions
  - g.4. management and union representatives
  - g.5. industrial relations and OHS specialists
  - g.6. other maintenance, professional or technical staff
- h. Communication in the work area may include:
  - h.1. phone
  - h.2. electronic data interchange (EDI)
  - h.3. fax
  - h.4. e-mail
  - h.5. Internet
  - h.6. radio
  - h.7. oral, aural or signed communications
- i. Depending on the type of organisation concerned and the local terminology used, workplace procedures may include:
  - i.1. company procedures
  - i.2. enterprise procedures
  - i.3. organisational procedures
  - i.4. established procedures

### Sources of information/documents

- a. Information/documents may include:
  - a.1. goods identification numbers and codes



- a.2. manifests, picking slips, merchandise transfers, stock requisitions and bar codes, and container identification/serial number
- a.3. Australian and international codes of practice and regulations relevant to import/export of cargo
- a.4. Australian and international standards, regulations and codes of practice for the handling and transport of dangerous goods and hazardous substances
- a.5. operations manuals, job specifications and induction documentation
- a.6. manufacturer's specifications for equipment
- a.7. workplace procedures and policies
- a.8. supplier and/or client instructions
- a.9. dangerous goods declarations and material safety data sheets (where applicable)
- a.10. award, enterprise bargaining agreement, other industrial arrangements
- a.11. relevant Australian standards and certification requirements
- a.12. quality assurance procedures
- a.13. emergency procedures

**Applicable regulations and legislation**

- a. Applicable regulations and legislation may include:
  - a.1. relevant standards, codes and regulations for the import/export of cargo
  - a.2. Australian and international regulations and codes of practice for the handling and transport of dangerous goods and hazardous substances, including:
    - a.2.1. Australian and International Dangerous Goods Codes
    - a.2.2. Australian Marine Orders and the International Maritime Dangerous Goods Code
    - a.2.3. IATA's 'Dangerous Goods by Air' regulations
    - a.2.4. Australian and International Explosives Codes
  - a.3. licence, patent or copyright arrangements
  - a.4. water and road use and licence arrangements
  - a.5. export/import/quarantine/bond requirements
  - a.6. marine orders
  - a.7. relevant Australian standards and certification requirements
  - a.8. relevant State/Territory OHS and environmental protection legislation
  - a.9. workplace relations regulations
  - a.10. workers compensation regulations

**General context**

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- b. Work is performed under some supervision generally within a team environment
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  - d.1. limited or restricted spaces
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- e. Cargo may include goods with specialist requirements, including temperature controlled goods and dangerous goods
- f. Hazards in the work area may include exposure to:
  - f.1. chemicals
  - f.2. dangerous or hazardous substances
  - f.3. movements of equipment, goods and materials
- g. Consultative processes may involve:
  - g.1. other employees and supervisors
  - g.2. suppliers, customers and clients
  - g.3. relevant authorities and institutions
  - g.4. management and union representatives
  - g.5. industrial relations and OHS specialists
  - g.6. other maintenance, professional or technical staff
- h. Communication in the work area may include:
  - h.1. phone
  - h.2. electronic data interchange (EDI)
  - h.3. fax
  - h.4. e-mail
  - h.5. Internet
  - h.6. radio
  - h.7. oral, aural or signed communications
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  - a.6. manufacturer's specifications for equipment
  - a.7. workplace procedures and policies
  - a.8. supplier and/or client instructions
  - a.9. dangerous goods declarations and material safety data sheets (where applicable)
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**Applicable regulations and legislation**

- a. Applicable regulations and legislation may include:
  - a.1. relevant standards, codes and regulations for the import/export of cargo

a.2. Australian and international regulations and codes of practice for the handling and transport of dangerous goods and hazardous substances, including:

a.2.1. Australian and International Dangerous Goods Codes

a.2.2. Australian Marine Orders and the International Maritime Dangerous Goods Code

a.2.3. IATA's 'Dangerous Goods by Air' regulations

a.2.4. Australian and International Explosives Codes

a.3. licence, patent or copyright arrangements

a.4. water and road use and licence arrangements

a.5. export/import/quarantine/bond requirements

a.6. marine orders

a.7. relevant Australian standards and certification requirements

a.8. relevant State/Territory OHS and environmental protection legislation

a.9. workplace relations regulations

a.10. workers compensation regulations

## **Unit Sector(s)**

Not applicable.