TLIA0001 Complete import procedures

Release: 1

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Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to complete importation procedures as part of an international freight forwarder's role.

It includes ensuring compliance with all Australian government regulations, workplace requirements and other compliance requirements, and meeting customer needs.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

A – Handling Cargo/Stock

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare for import	1.1 Parties involved and their responsibilities are identified
	1.2 Various sources of necessary information are identified
	1.3 Shipment details and customer requirements are verified
	1.4 Working relationships with all parties concerned are established
	1.5 Communication with relevant parties and authorities is undertaken to prepare for freight arrival

	1.6	Discrepancies are noted and appropriate actions are undertaken in accordance with workplace procedures
2 Complete and check documentation	2.1	All relevant documents required for import are identified
	2.2	Documentation is checked for accuracy against import details
	2.3	Workplace documentation is prepared and issued in accordance with workplace procedures and customer requirements
	2.4	Cargoes or shipments where permits or other regulatory documents are required, are identified
	2.5	Required information is reported to relevant authorities in accordance with regulatory requirements
	2.6	Issues of non-conformance and discrepancies are actioned and a resolution is sought with relevant parties
3 Communicate with relevant parties	3.1	Various communication methods are identified as required by workplace procedures
	3.2	Communication with suppliers about arrival and shipment details is established
	3.3	Communication is undertaken with government authorities within required timeframes
	3.4	Arrival details are communicated to relevant parties
	3.5	Problems arising from import process are identified and action is taken to resolve problems in accordance with workplace procedures
4 Prepare cargo for final delivery	4.1	All relevant regulatory and workplace procedures are completed and compliance is achieved
	4.2	Authorisation for cargo release is checked and approval is determined
	4.3	Delivery orders or release authorities are issued in accordance with regulatory requirements and workplace procedures
	4.4	Clearance statuses are checked prior to shipment release
	4.5	Special requirements are identified and discussed with clients in accordance with workplace requirements
	4.6	Import charges and freight costs are accurately calculated and

any discrepancies are actioned

| **5** | **Manage records** | 5.1 | Records of all communications and shipment details are retained and filed in accordance with regulatory requirements and workplace procedures |
| | | 5.2 | Copies of relevant records are forwarded to client in accordance with workplace requirements |

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This is a new unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851