



Australian Government

TLIA0003 Complete and check import/export documentation

Release: 1

TLIA0003 Complete and check import/export documentation

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 and check import and export documentation in accordance with the requirements of Customs and related legislation and workplace procedures.

It includes identifying procedures required for documenting import/export of goods, completing documentation to meet legislative and workplace requirements, checking documentation to ensure it meets legislative requirements and lodging documentation for processing.

Work is performed under some supervision generally within a team environment. Work is undertaken in a range of environments, including small to large worksites, in the Customs broking and freight forwarding industries.

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

Elements describe the essential outcomes.

1 Identify procedures required for

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

1.1 Documents required for import/export of goods are identified

**documentation for
import/export of goods**

- 1.2 Required documents are sourced
 - 1.3 Content requirements for each section of the documentation are applied
 - 1.4 Timelines for completion of documents are identified and noted
 - 1.5 Requirements for permits and other documentation (such as quarantine) are identified and implications are noted
 - 1.6 Procedures for obtaining clearances are identified and followed in accordance with the requirements of Customs, related legislation and workplace procedures
 - 1.7 Letters of credit are identified and implications of each are noted
 - 1.8 Assistance is sought, as required, to identify necessary documents and to commence process of assessing or completing these documents
- 2 **Complete documentation to meet legislative and workplace requirements**
 - 2.1 Content requirements for each section of the documentation are identified and applied in accordance with the requirements of Customs, related legislation and workplace procedures
 - 2.2 Workplace procedures for authorisations are followed
 - 2.3 Data entry for documents is completed
 - 2.4 Problems arising in completing required documents are identified and assistance is sought to resolve these in accordance with the requirements of Customs, related legislation and workplace procedures
 - 2.5 Actions are taken to meet deadlines
 - 2.6 Assistance is sought, as required, in completing required documents
- 3 **Check documentation to ensure it meets legislative requirements**
 - 3.1 Documents are collated and checked before forwarding to supervisor, manager or more senior personnel for checking within designated timelines in accordance with the requirements of Customs, related legislation and workplace procedures

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| | 3.2 | Declarations are checked to ensure they meet the requirements of Customs, related legislation and workplace procedures |
| | 3.3 | Letters of credit are checked to ensure they meet commercial, transport and overseas requirements |
| | 3.4 | Dangerous goods (DG) documentation is checked in accordance with the requirements of Customs, related legislation and workplace procedures |
| | 3.5 | Document revisions are finalised, rechecked and forwarded to supervisor, manager or more senior personnel prior to lodgement |
| 4 | Lodge documentation for processing | |
| | 4.1 | Documents are copied then forwarded to relevant personnel in accordance with the requirements of Customs, related legislation and workplace procedures |
| | 4.2 | Copies of documents are filed, stored and retained in accordance with the requirements of Customs, related legislation and workplace procedures |

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.

Unit Mapping Information

This unit replaces and is equivalent to TLIA2009 Complete and check import/export documentation.

Links

Companion Volume Implementation Guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851>