TLIE0004 Maintain freight records

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 maintain freight records in accordance with regulations and workplace requirements as part of work activities in the transport and logistics industry.

It includes recording all freight receipts and despatch documentation in a relevant system.

Work is performed under some supervision generally within a team environment.

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

Pre-requisite Unit

Not applicable.

Competency Field

E – Communication and Calculation

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 Record freight receipt	**1.1** Freight is identified and consignment details are confirmed
	1.2 Documentation is actioned in accordance with workplace procedures and legislative requirements

	1.3	Dangerous goods are identified and documentation is prepared and attached, in accordance with workplace procedures and legislative requirements
	1.4	Freight information is recorded on workplace freight tracking system
	1.5	Freight is directed for loading or storage as indicated by documentation
2 Record freight despatch	**2.1**	Documentation for freight despatch is checked, verified and forwarded to relevant personnel in accordance with workplace procedures
	2.2	Loads not cleared due to incorrect documentation are reprocessed, in accordance with 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 TLIE3018 Maintain freight records.

Links

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