



Australian Government

TLIE3012 Consolidate manifest documentation

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 consolidate manifest documentation in accordance with relevant codes of practice and regulations for freight carriage.

It includes identifying and processing documentation required in accordance with workplace procedures.

Work is performed under general supervision, and with duty of care responsibility for self and others in achieving the prescribed outcomes.

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

Elements describe the essential outcomes.

1 Identify required documentation

PERFORMANCE CRITERIA

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

- 1.1 Relevant documentation is collated and checked to ensure all appropriate information has been entered
- 1.2 Omissions/discrepancies are noted and reported in accordance with workplace procedures

- 1.3 Identification codes, manifest codes, details of dangerous goods declarations and pertinent data are entered into record system in accordance with workplace procedures and, as required, statutory requirements
 - 1.4 Relevant clearances for moving goods/freight are checked and, as required, actions to rectify deficiencies are followed in accordance with workplace procedures
- 2 Process documentation**
- 2.1 Files/system are amended including the appending of all relevant data/information
 - 2.2 Tracking/monitoring processes are completed and documentation is forwarded in accordance with workplace procedures and, as required, statutory 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 unit replaces and is equivalent to TLIE3012A Consolidate manifest documentation.

Links

Companion Volume implementation guides are found in VETNet -

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