



Australian Government

TLIE4025 Prepare and process transport documentation for dangerous goods

Release: 2

TLIE4025 Prepare and process transport documentation for dangerous goods

Modification History

Release 2. This is the second release of this unit of competency in the TLI Transport and Logistics Training Package.

- Minor changes to unit Application
- Minor changes to Performance Criteria
- Minor changes to Assessment Conditions.

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 prepare and process transport documentation for dangerous goods.

It includes preparing regulatory documentation for dangerous goods; completing despatch, receipt and workplace forms for dangerous goods; and processing documentation.

This unit applies to those working in the heavy recovery industry. It does not include salvage operations.

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 Prepare regulatory documentation for dangerous goods	1.1 Reasons and requirements for reporting and recording are identified
	1.2 Statutory documentation for dangerous goods is used in accordance with regulatory and workplace procedures
	1.3 Information is collected and checked with a range of personnel to confirm its accuracy, relevance and status
	1.4 Need for additional information is established
	1.5 Conclusions drawn and actions taken are checked to ensure they match available information
	1.6 Information is recorded and reported in required format, style, structure and timeframe
	1.7 Documentation is checked to ensure it is in accordance with regulatory requirements
2 Complete despatch and receipt documentation for dangerous goods	2.1 Order request information is analysed to identify work requirements to fill order
	2.2 Products are noted and site locations are identified
	2.3 Required schedules for order movement are identified
	2.4 Documentation is completed in accordance with workplace procedures and regulatory requirements
	2.5 Order is checked against schedule and order form
	2.6 Records are completed and appropriate documentation is attached in accordance with workplace procedures and regulatory requirements
3 Complete documentation for dangerous goods	3.1 Correct form for purpose is identified
	3.2 Information for completion of form is collected
	3.3 Relevant sections of form are completed
	3.4 Completion of other sections of form by relevant persons is organised
	3.5 Supporting documentation or information is gathered

- | | |
|--------------------------------|--|
| 4 Process documentation | 3.6 Signatory requirements are determined and completed |
| | 4.1 Documentation is submitted to relevant persons |
| | 4.2 Documentation is adjusted in response to feedback and comments received |
| | 4.3 Documentation is copied and stored in accordance with regulatory 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.

Non-essential conditions can be found in the TLI Transport and Logistics Training Package Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIE4025A Prepare and process transport documentation for dangerous goods.

Links

Companion Volume Implementation Guides are found in VETNet -

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