



Australian Government

Department of Education, Employment and Workplace Relations

TLIA207C Maintain container/cargo records

Release: 1

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Modification History

Not applicable.

Unit Descriptor

This unit involves the skills and knowledge required to maintain container/cargo records in accordance with workplace requirements, including processing container and/or cargo documentation; maintaining records of container/cargo movements; monitoring container/cargo, including reefer units, and maintaining records.

Application of the Unit

Work must be carried out in compliance with the relevant regulations and workplace requirements concerning the maintenance of container/cargo records.

Work is performed under some supervision generally within a team environment. It involves the application of workplace procedures and regulatory requirements to the maintenance of container/cargo records as part of work activities in the stevedoring, transport, distribution and allied industries.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

The required outcomes described in this unit of competency contain applicable facets of Employability Skills. The Employability Skills Summary of the qualification in which this competency is packaged will assist in identifying employability skill requirements.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the required performance needed to demonstrate achievement of the element. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

Elements and Performance Criteria

Element	Performance Criteria
1 Process container/cargo documentation	<p>1.1 Container/cargo documentation is processed in accordance with workplace procedures and statutory authority requirements</p> <p>1.2 Movements of containers/cargo are recorded in accordance with workplace procedures and statutory authority requirements</p>
2 Maintain records of container/cargo movements	<p>2.1 Container/cargo records are updated each time containers/cargo are moved within the yard</p> <p>2.2 Containers/cargo are checked using markings to ensure correct identification when updating records</p>
3 Monitor container/cargo and maintain records	<p>3.1 Containers/cargo are monitored on a daily basis and the specified information recorded</p> <p>3.2 Problems with controlled systems on containers/cargo are reported on the appropriate forms and forwarded to the maintenance area</p> <p>3.3 Log cards on containers/cargo with controlled systems are checked on completion of monitoring and all unit or system breakdowns and/or faults are logged in the breakdown log diary in accordance with workplace procedures</p> <p>3.4 Movement of containers/cargo is monitored on a daily basis and the information recorded</p>

Required Skills and Knowledge

REQUIRED KNOWLEDGE AND SKILLS

This describes the essential knowledge and skills and their level required for this unit.

Required knowledge:

Australian and international standards, codes of practice and regulations relevant to the maintenance of container and cargo records including the Australian and International Dangerous Goods Codes

Relevant OH&S and environmental protection procedures and guidelines

Workplace procedures and policies for the maintenance of container and cargo records

Focus of operation of work systems, equipment, management and site operating systems for the maintenance of container and cargo records

Problems that may occur when maintaining container and cargo records and appropriate action that can be taken to resolve the problems

Relevant handling and safety codes

Site layout and location of reefer units

The marking and numbering systems for cargo

Relevant bond, quarantine or other legislative requirements

Required skills:

Communicate effectively with others when maintaining container and cargo records

Receive, acknowledge and send messages with available communications equipment

Read and interpret instructions, procedures, information and labels relevant to the maintenance of container and cargo records

Interpret and follow operational instructions and prioritise work when maintaining container and cargo records

Identify cargo, container and goods, coding, ADG / IMDG markings and where applicable emergency information panels

Work collaboratively with others when maintaining container and cargo records

Adapt appropriately to cultural differences in the workplace, including modes of behaviour and interactions with others

Promptly report and/or rectify any identified problems when maintaining container and cargo records in accordance with regulatory requirements and workplace procedures

Estimate size, shape and special requirements of loads

Work systematically with required attention to detail without injury to self or others, or damage to goods or equipment

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required knowledge and skills, the range statement and the assessment guidelines for this Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

The evidence required to demonstrate competency in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria of this unit and include demonstration of applying:

the underpinning knowledge and skills

relevant legislation and workplace procedures

other relevant aspects of the range statement

Context of and specific resources for assessment

Performance is demonstrated consistently over a period of time and in a suitable range of contexts

Resources for assessment include:

a range of relevant exercises, case studies and other simulated practical and knowledge assessment, and/or

access to an appropriate range of relevant operational situations in the workplace

In both real and simulated environments, access is required to:

relevant and appropriate materials and/or equipment, and/or

applicable documentation including workplace procedures, regulations, codes of practice and operation manuals

Method of assessment

Assessment of this unit must be undertaken by a registered training organisation

As a minimum, assessment of knowledge must be conducted through appropriate written/oral tests

Practical assessment must occur:

through appropriately simulated activities at

the registered training organisation, and/or
in an appropriate range of situations in the
workplace

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance.

Work may be conducted:	in a range of work environments by day or night
Customers may be:	internal or external
Workplaces may comprise:	large, medium or small worksites
Work may be conducted in:	limited or restricted spaces exposed conditions controlled or open environments
Containers/cargo may include:	goods with specialist requirements, including reefer units and containers/cargo containing temperature controlled goods and/or dangerous goods
Information recorded during daily monitoring of reefers may include:	temperatures water meter readings any faults in the operation of the reefer
Hazards in the work area may include exposure to:	chemicals dangerous or hazardous substances movements of equipment, goods, materials and vehicular traffic
Personnel in work area may include:	workplace personnel site visitors contractors official representatives
Communication in the work area may include:	phone fax email electronic data transfer (EDI) RF systems radio

	oral, aural or signed communications
Personal protective equipment may include:	gloves safety headwear and footwear safety glasses two-way radios protective clothing high visibility clothing
Depending on the type of organisation concerned and the local terminology used, workplace procedures may include:	company procedures enterprise procedures organisational procedures established procedures
Information/documents may include:	goods identification numbers and codes manifests, bar codes, and container identification/serial number Australian and international codes of practice and regulations relevant to the maintenance of container/cargo records Australian and international regulations and codes of practice for the handling and transport of dangerous goods and hazardous substances operations manuals, job specifications and induction documentation manufacturers specifications for equipment workplace procedures and policies supplier and/or client instructions dangerous goods declarations and material safety data sheets (where applicable) award, enterprise bargaining agreement, other industrial arrangements relevant Australian standards and certification requirements quality assurance procedures emergency procedures
Applicable regulations and legislation may include:	relevant codes and regulations for the maintenance of container/cargo records

Australian and international regulations and codes of practice for the handling and transport of dangerous goods and hazardous substances, including:

Australian and International Dangerous Goods Codes

Australian Marine Orders and the International Maritime Dangerous Goods Code

IATA Dangerous Goods by Air regulations

Australian and International Explosives Codes

licence, patent or copyright arrangements
water and road use and licence arrangements
export/import/quarantine/bond requirements
marine orders
relevant Australian standards and certification requirements
relevant state/territory OH&S and environmental protection legislation
workplace relations regulations
workers compensation regulations

Unit Sector(s)

Not applicable.

Competency Field

A - Handling Cargo/Stock