



Australian Government

Department of Education, Employment and Workplace Relations

TLIE1807B Maintain freight records

Release: 1

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Modification History

Not applicable.

Unit Descriptor

This unit involves the skills and knowledge required to maintain freight records in accordance with workplace requirements including the recording of all freight receipts and freight despatch documentation in accordance with workplace procedures and relevant regulatory requirements.

Application of the Unit

Work must be carried out in compliance with the relevant regulations and workplace requirements concerning the maintenance of freight 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 freight records as part of work activities in the transport, distribution and/or 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 Record freight receipt	<p>1.1 Freight is identified and consignment/cartnote details are confirmed</p> <p>1.2 Documentation is appropriately actioned, following workplace procedures and legislative requirements</p> <p>1.3 Dangerous goods are identified and appropriate documentation prepared and attached, following workplace procedures and legislative requirements</p> <p>1.4 Freight information is recorded on workplace freight tracking system</p> <p>1.5 Freight is directed for loading or storage as indicated by documentation</p>
2 Record freight despatch	<p>2.1 Documentation for freight despatch is checked, verified and forwarded in accordance with workplace procedures</p> <p>2.2 Loads not cleared due to incorrect documentation are appropriately processed, according to workplace procedures</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 codes and regulations relevant to the maintenance of freight records, including the Australian Dangerous Goods Code and relevant bond, quarantine or other legislative requirements

Relevant OH&S and environmental protection procedures and guidelines

Workplace procedures and policies for the international codes and regulations relevant to the maintenance of freight records

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

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

Types of goods and related handling and documentation requirements including dangerous goods and hazardous substances

Documentation requirements for the maintenance of freight records including workplace freight tracking system

Housekeeping standards procedures required in the workplace

Freight transport timetables, yard/terminal facilities, and site layout

Required skills:

Communicate effectively with others when maintaining freight records

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

Interpret and follow operational instructions and prioritise work

Complete documentation related to the maintenance of freight records

Operate electronic communication equipment to required protocol

Work collaboratively with others when maintaining freight 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 that may arise when maintaining freight records in accordance with regulatory requirements and workplace procedures

Apply precautions and required action to minimise, control or eliminate hazards that may exist during the maintenance of freight records

Monitor work activities in terms of planned schedule

Modify activities depending on differing operational contingencies, risk situations and environments

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

Select and use relevant computer, communication and office equipment when maintaining freight records

Operate and adapt to differences in equipment in accordance with standard operating procedures

Select and use required personal protective equipment conforming to industry and OH&S standards

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
Freight includes all forms of freight. Some freight may involve:	special handling and storage requirements, including temperature controlled goods, dangerous goods, explosives and hazardous substances
Freight documentation may include a range of data provided on paper and in electronic form relating to freight movement, including:	cartnotes delivery noted internal documentation used for freight tracking special clearances consignment notes dangerous goods certificates and declarations authorised weighbridge certificates list of contents
Freight tracking system includes:	manual and computer-based tracking systems
Hazards in the work area may include:	exposure to chemicals exposure to dangerous or hazardous substances movements of equipment, goods, materials and vehicular traffic
Consultative processes may involve:	other employees and supervisors suppliers, customers and clients

	drivers and agents
	relevant authorities and institutions
	management and union representatives
	industrial relations and OH&S specialists
	other maintenance, professional or technical staff
Communication in the work area may include:	phone
	electronic data interchange (EDI)
	fax
	email
	internet
	RF systems
	oral, aural or signed communications
Depending on the type of organisation concerned and the local terminology used, workplace procedures may include:	company procedures
	enterprise procedures
	organisational procedures
	established procedures
Personal protective equipment may include:	gloves
	safety headwear and footwear
	safety glasses
	two-way radios
	high visibility clothing
Information/documents may include:	goods identification numbers and codes
	manifests, cartnotes, delivery notes, special clearances, consignment notes, authorised weighbridge certificates, and special clearances
	internal documentation used for freight tracking
	codes of practice and regulations relevant to the receiving of goods
	Australian and international regulations and codes of practice for the 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 freight records
Australian and international regulations and
codes of practice for the 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

privacy legislation

water and road use and licence arrangements

export/import/quarantine/bond requirements

marine orders

relevant state/territory OH&S and
environmental protection legislation

workplace relations regulations

workers compensation regulations

Unit Sector(s)

Not applicable.

Competency Field

E - Communication and Calculation