



Australian Government

Department of Education, Employment and Workplace Relations

TLIC4016A Conduct marshalling operations

Release: 1

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Modification History

Not Applicable

Unit Descriptor

Unit Descriptor

This unit involves the skills and knowledge required to conduct marshalling operations in accordance with safeworking and regulatory requirements and workplace procedures including the planning and organisation of the efficient movement and positioning of rolling stock to make up a train, break up a train, load or unload. Licensing, legislative, regulatory or certification requirements are applicable to this unit.

Application of the Unit

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Persons achieving competence in this unit will need to fulfil the applicable legislated rail safety requirements including acts and regulations from each state and territory together with any nationally approved compliance codes and/or guidelines.

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

It involves the application of routine operational principles and procedures to carry out marshalling across a variety of operational contexts.

Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Not Applicable

Employability Skills Information

Employability Skills This unit contains employability skills.

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

ELEMENT	PERFORMANCE CRITERIA
1 Establish marshalling requirements	<ul style="list-style-type: none">1.1 Job specifications and instructions are interpreted in order to clarify the train consist requirements1.2 Personnel requirements and availability to make up the train consist are identified and confirmed1.3 Equipment requirements are identified, obtained, and prepared for use1.4 Relevant OH&S legislation, codes of practice, organisational policies and procedures and safeworking systems and requirements related to marshalling and shunting are identified
2 Plan rolling stock movements	<ul style="list-style-type: none">2.1 Rolling stock is located and movements are planned to ensure that track use and/or rolling stock placements are appropriate2.2 Rolling stock cards are checked to determine availability and appropriateness to the consist
3 Position rolling stock	<ul style="list-style-type: none">3.1 Sequence of rolling stock movements is determined to achieve correct consist3.2 Rolling stock is sorted, organised in correct sequence, positioned and coupled for efficient movement3.3 Marshalling strategy minimises rolling stock movement and restrictions to track access3.4 Marshalling strategy ensures that rolling stock is moved and placed safely by following relevant safeworking systems and requirements3.5 Radio and line of sight communication tools are used in accordance with standard operational procedures and conventions3.6 Contingency plans are implemented, when necessary, to overcome unplanned events3.7 Appropriate end-of-train monitoring unit/signals are fitted and operation is confirmed prior to departure3.8 Train is finalised in accordance with operational requirements, and irregularities are reported and rectified to ensure movement will be safe for personnel and load3.9 Relevant OH&S requirements are followed to prevent injury and damage
4 Prepare and distribute documentation	<ul style="list-style-type: none">4.1 Train consist information is prepared and filed and/or computer entered, according to operational requirements4.2 Appropriate documentation is delivered to train crews and yard personnel to meet operational requirements4.3 Documentation is provided to other relevant personnel, including those responsible for marshalling/shunting operations

ELEMENT**PERFORMANCE CRITERIA**

en route, to achieve operational requirements

Required Skills and Knowledge**REQUIRED KNOWLEDGE AND SKILLS**

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

Required knowledge:

- Applicable legislated rail safety requirements including acts and regulations from each state and territory together with any nationally approved compliance codes and/or guidelines
- Relevant OH&S and environmental procedures and regulations including codes of practice for manual handling
- Dangerous Goods Codes and regulations
- Marshalling plan and instructions
- Loading and unloading procedures
- Procedures for getting on and off rolling stock in an appropriate manner
- Procedures for coupling and uncoupling rolling stock
- Procedures for operating points and signals
- Procedures for managing hazardous situations when marshalling rolling stock
- Radio communication protocol
- Procedures for completing relevant documentation
- Yard features
- Characteristics and features of wagons and other rolling stock
- Principles of operation of protective devices, air brakes, handbrakes, derailleurs
- Local track and signal layouts
- Draw gear capacities and related operating procedures
- Safeworking systems and requirements
- Shunting signals and commands and line of sight communication systems
- Relevant documentation
- Procedures to be followed in the event of an emergency
- Procedures for identifying equipment defects and assessing for appropriate action
- Local procedures and operating requirements
- Defects that can occur on marshalling gear and equipment and related action that should be taken
- Procedures for operating mechanical, electronic and other line of sight communications equipment within required protocols

Required skills:

- Communicate effectively with others when conducting marshalling activities
- Read and interpret instructions, plans, procedures, information and signs relevant to the conduct of marshalling activities
- Interpret and follow operational instructions and prioritise work
- Complete documentation related to the conduct of marshalling activities
- Operate electronic communication equipment to required protocol
- Work collaboratively with others when conducting marshalling activities
- 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 occur when conducting marshalling activities in accordance with regulatory requirements and workplace procedures
- Implement contingency plans for unexpected events when conducting marshalling activities
- Apply precautions and required action to minimise, control or eliminate hazards that may exist during work activities
- Monitor work activities in terms of planned schedule
- Modify activities depending on differing operational contingencies, risk situations and environments
- Apply fatigue management knowledge and techniques when conducting marshalling activities
- Work systematically with required attention to detail without injury to self or others, or damage to goods or equipment
- 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**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

EVIDENCE GUIDE

- Context of and specific resources for assessment**
- relevant legislation and workplace procedures
 - other relevant aspects of the range statement
 - 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/or 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 equipment, and
 - 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 activities in an appropriately simulated environment 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.

- Rolling stock includes:
- all rolling stock in service within Australian rail systems
- Operations may be conducted:
- by day or night
 - in all relevant weather conditions
- Equipment may include:
- draw gear
 - air brake system components and handbrakes

RANGE STATEMENT

- OH&S requirements are those necessary to meet applicable organisational, state/territory and national policies and procedures and may include the use of:
- rail tractors
 - rolling stock
 - communication equipment
 - switching equipment
 - turntables
 - motor vehicles
 - fixed signals
 - gloves
 - sunscreen, sunglasses and safety glasses
 - hearing protection
 - insect repellent
 - safety headwear and footwear
 - portable radios
 - hand lamps
 - flags
 - safety devices
 - audible indicators
 - breathing equipment
 - fire extinguishers
 - high visibility clothing
 - breakdown equipment
 - emergency containers
 - end-of-train unit or marker
 - equipment for handling electrical cables
 - emergency warning devices
 - portable signs and markers
- Contingencies may include:
- derailments
 - collisions
 - breakdowns
 - injuries and fatalities
 - hazardous materials spills
 - fires and leaks
 - track damage
 - powerline damage
- Contingency plans and contingencies may involve:
- emergency procedures manuals
 - ADG Code and other regulations pertaining to the carriage of dangerous goods
 - safeworking systems and requirements
- Depending on the type of organisation concerned and the
- company procedures
 - enterprise procedures

RANGE STATEMENT

local terminology used, workplace procedures may include:

- organisational procedures
- established procedures

Information/documents may include:

- applicable legislated rail safety requirements including acts and regulations from each state and territory together with any nationally approved compliance codes and/or guidelines
- the Code of Practice for the Defined Interstate Rail Network in situations where marshalling operations are carried out on that network
- order books
- cards/deck sheets
- noticeboards
- special train notices
- yard orders
- periodical circulars
- transport authority rules and operating procedures
- computer-based data systems
- timetables
- train consist
- incident reports
- drivers advice
- train register book
- safeworking forms
- dangerous goods manifest
- marshalling plan
- emergency procedures manual
- conditions of service, legislation and industrial agreements including workplace agreements and awards

Applicable procedures and codes may include:

- relevant state/territory codes of practice and safeworking system requirements
- the Code of Practice for the Defined Interstate Rail Network in situations where marshalling operations are carried out on that network
- relevant state/territory OH&S legislation
- relevant state/territory fatigue management regulations
- relevant state/territory environmental protection legislation
- relevant Australian Standards
- Railways of Australia Code of Practice and Conditions for the Carriage of Dangerous Goods

Unit Sector(s)

Not Applicable

Competency Field

Competency Field C - Vehicle Operation