



Australian Government

Department of Education, Employment and Workplace Relations

TLIE3018A Maintain freight records

Release: 1

TLIE3018A Maintain freight records

Modification History

Not Applicable

Unit Descriptor

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. Licensing, legislative, regulatory or certification requirements are applicable to this unit.

Application of the Unit

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

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 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

REQUIRED KNOWLEDGE AND SKILLS

- 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

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

- The evidence required to demonstrate competency in this unit must be relevant to and satisfy all of the

EVIDENCE GUIDE

demonstrate competency in this unit

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/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.

Work may be conducted:

- in a range of work environments
- by day or night

RANGE STATEMENT

- 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
- company procedures
 - enterprise procedures
 - organisational procedures

RANGE STATEMENT

procedures may include:

- 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

RANGE STATEMENT

- 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

Competency Field

E - Communication and Calculation