



Australian Government

Department of Education, Employment and Workplace Relations

TLIF3093A Implement chain of responsibility regulations

Release: 1

TLIF3093A Implement chain of responsibility regulations

Modification History

Not applicable.

Unit Descriptor

This unit involves the skills and knowledge required to implement chain of responsibility regulations.

It includes identifying and interpreting relevant regulations, and reviewing operations in line with chain of responsibility regulations.

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

Application of the Unit

Work may be undertaken in various contexts within the transport and logistics industry.

The unit generally applies to those who provide leadership of others, individually or in teams.

Associated units relating to chain of responsibility can be found in TLI10 Transport and Logistics Training Package.

Licensing/Regulatory Information

Refer to Unit Descriptor.

Pre-Requisites

Not applicable.

Employability Skills Information

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
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1 Interpret chain of responsibility regulations	
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| | 1.1 State or territory chain of responsibility regulations are identified as they apply to the workplace |
| | 1.2 Individual chain of responsibility regulations are identified for job roles/functions within the workplace |
| | 1.3 Information on chain of responsibility regulations is clearly explained to parties and responsible persons |
| | 1.4 Responsibilities of all job roles within chain of responsibility are determined within work environment |

2 Implement and review workplace procedures	
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| | 2.1 Chain of responsibility workplace policy and procedures are regularly reviewed to ensure they meet regulatory requirements |
| | 2.2 Workplace policy and procedures are continually updated to ensure chain of responsibility regulations are followed |
| | 2.3 Chain of responsibility workplace policy and procedure plans are implemented for relevant parties |
| | 2.4 Records relating to chain of responsibility are completed and maintained |

3 Complete reporting for chain of responsibility policy	
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| | 3.1 Records and information relevant to chain of responsibility requirements are collected |
| | 3.2 Records and information relevant to chain of responsibility are analysed |
| | 3.3 Findings are developed and reported |

Required Skills and Knowledge

REQUIRED KNOWLEDGE AND SKILLS

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

Required knowledge:

- Relevant state or territory regulations relating to job function
- Regulations, and workplace policy and procedures relating to job function
- Effects of a breach on applicable job role and related penalties
- Job roles and functions in the workplace that are affected by chain of responsibility
- Reporting systems within the organisation
- Consequences of non-compliance with chain of responsibility regulations
- Where to locate current chain of responsibility information
- Action required within limits of own job role or function when possible breaches are identified
- Required workplace documentation
- Understanding of the five key aspects: load restraint, mass, dimensions, speed, and fatigue management

Required skills:

- Apply strategies to prevent breaches of chain of responsibility
- Recognise a breach of the workplace policy and procedure
- Take appropriate action if a breach takes place
- Complete relevant documentation in relation to chain of responsibility
- Implement change as it relates to chain of responsibility
- Review and implement updates to the chain of responsibility regulations as they occur
- Apply communication strategies within the organisation for chain of responsibility

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:
 - an understanding of chain of responsibility
 - an understanding of associated state or territory regulations in which the job is, relative to chain of responsibility
 - techniques used to implement relevant workplace policy and procedures as they pertain to chain of responsibility
 - an analysis of records relevant to chain of responsibility as they apply at a company level

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

Method of assessment

- As a minimum, assessment of knowledge must be conducted through appropriate assessments using written, practical and oral assessments
- Practical assessment must occur:
 - through appropriately simulated activities at the training organisation, and/or
 - in an appropriate range of situations in the workplace
- Online assessment is not suitable for final assessment of this unit of competency

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.

- Parties and responsible persons within the chain include:**
- consigner
 - consignee
 - packer
 - loader
 - scheduler
 - driver
 - receiver
 - carrier
 - manufacturer
 - employee
 - employer
 - owner
 - board of directors
 - senior official
 - dispatch officer
 - operator
 - person in charge or apparently in charge of a vehicle
 - agent
 - subcontractor
 - authorised officer
 - elected councillor
- Customers may include:**
- external customer
 - receiver
 - forwarder
 - dispatcher
 - yard foreman
 - safety regulator
 - police or enforcement official
 - public
 - subcontractor
- Depending on the organisation concerned, workplace procedures may be called:**
- standard operating procedures (SOPs)
 - company procedures
 - enterprise procedures
 - organisational procedures
 - established procedures
- Work environment includes:**
- company

Communication in the work area may include:

- site
- depot
- loading dock
- warehouse
- customer premises
- terminal
- storage or loading facility
- equipment
- phone
- electronic data interchange (EDI)
- fax
- email
- internet
- oral, aural or signed communications

Documentation and records may include:

- transport regulations as they apply to the enterprise, including local authority regulations and procedures
- relevant OH&S regulations
- workplace policies and procedures relating to chain of responsibility regulations
- relevant Australian standards and certification requirements
- relevant internal data entry books, including work diaries, data sheets and load sheets
- transport and journey documentation

Applicable legislation and regulations may include:

- relevant transport regulations for the enterprise, including Australian and international regulations and codes of practice for the transport of dangerous goods and hazardous substances
- relevant state and territory OH&S and environmental protection legislation
- workplace relations regulations

Unit Sector(s)

Not applicable.

Competency Field

F – Safety Management