



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **TLIF4066A Implement and supervise transport regulations compliance systems**

**Release: 1**

## **TLIF4066A Implement and supervise transport regulations compliance systems**

### **Modification History**

Not Applicable

### **Unit Descriptor**

#### **Unit Descriptor**

This unit involves the skills and knowledge required to implement and supervise transport regulations compliance systems. It includes identifying and interpreting relevant regulations; carrying out operations in a compliant manner; and reviewing operations in line with transport regulations. Licensing, legislative, regulatory or certification requirements are applicable to this unit.

### **Application of the Unit**

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Work may be undertaken in various contexts within the transport and distribution industry.  
The unit generally applies to those who provide leadership of others individually or in teams.  
This unit is normally packaged at AQF IV or above.

### **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  |
|--|---|
| <b>1 Identify and interpret relevant regulations</b>             | <ul style="list-style-type: none"><li>1.1 Types of goods to be transported are correctly identified in accordance with workplace procedures and regulatory requirements</li><li>1.2 Sources of relevant state/territories transport regulations are identified</li><li>1.3 Information is accessed regarding state/territories transport regulations</li><li>1.4 Information is accurately interpreted</li><li>1.5 Responsibilities and duties according to state/territories regulations of the transport of goods are clearly identified</li></ul>  |
| <b>2 Carry out operations complying to transport regulations</b> | <ul style="list-style-type: none"><li>2.1 Procedures for the transportation of goods are carried out in accordance with requirements for the type of goods</li><li>2.2 Activities are carried out according to industry regulations/guidelines, and OH&amp;S, environmental and enterprise legislation, policies/procedures</li><li>2.3 Accurate and legible records for operation within the workplace are completed in accordance with transport regulations and enterprise policies and legislative requirements</li><li>2.4 Compliance with transport regulations and codes of practice are assessed to ensure legal requirements are maintained as a minimum and exceeded where possible</li></ul> |
| <b>3 Review operations according to transport regulations</b>    | <ul style="list-style-type: none"><li>3.1 Improvements to transport procedures are identified</li><li>3.2 Improvements to the effectiveness of the transport regulations, policies, procedures and programs are suggested</li><li>3.3 Compliance with transport regulations is assessed and modifications made if required</li></ul>  |

## 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 sections of transport regulations as they apply to the enterprise, including state or territory and national regulations
- Relevant OH&S and environmental procedures and regulations
- Procedures for operating electronic communications equipment
- Requirements for completing relevant documentation
- Code of practice for working collaboratively with others

## **REQUIRED KNOWLEDGE AND SKILLS**

- Typical defects that can occur and related action that should be taken
- Procedures for identifying equipment defects and assessing for appropriate action
- Steps involved in planning the work activities
- Procedures to be followed in the event of an emergency
- Procedures for managing and controlling hazardous situations when carrying out work activities

### **Required skills:**

- Communicate effectively with others when completing work activities
- Read and interpret instructions, procedures, information and signs relevant to work activities, including the relevant parts of transport regulations, or related implementation materials
- Interpret and follow operational instructions and prioritise work
- Complete documentation related to work activities
- Operate electronic communication equipment to required protocol
- Work collaboratively with others
- Adapt appropriately to cultural differences in the workplace, including modes of behaviour and interactions with others
- Promptly report and/or rectify any identified problems, faults or malfunctions in accordance with regulatory requirements and workplace procedures
- Implement contingency plans for unplanned events, particularly any breaches, or threatened breaches of the relevant transport regulations
- Apply precautions and required action to minimise, control or eliminate hazards that may exist during work activities
- Modify activities depending on differing operational contingencies, risk situations and environments
- Monitor work activities in terms of planned schedule
- Operate equipment in accordance with standard operating procedures
- Work systematically with required attention to detail without injury to self or others, or damage to goods or equipment
- Select and use required personal protective clothing and equipment conforming to industry and OH&S standards
- Monitor performance of equipment in terms of its potential effect on compliance

## **Evidence Guide**

### **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
  - 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

## RANGE STATEMENT

environments and situations that may affect performance.

Goods may include:

- livestock
- perishables
- dangerous goods
- liquid
- solids
- non-perishable materials

Depending on the organisation concerned, workplace procedures may be called:

- standard operating procedures (SOPs)
- company procedures
- enterprise procedures
- organisational procedures
- established procedures

Communication in the work area may include:

- phone
- electronic data interchange (EDI)
- fax
- email
- internet
- RF systems
- oral, aural or signed communications

Consultative processes may involve:

- other employees and supervisors
- relevant authorities and institutions
- management and union representatives
- industrial relations and OH&S specialists

Documentation and records may include:

- transport regulations as they apply to the enterprise, including local authority regulations and procedures
- relevant OH&S and environmental protection regulations
- workplace policies and procedures related to transport regulations
- quality assurance procedures
- emergency procedures
- electrified territory regulations
- dangerous goods declarations and material safety data sheets, where applicable
- goods manifest
- relevant Australian Standards and certification requirements

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

**RANGE STATEMENT**

- relevant state/territory OH&S and environmental protection legislation
- workplace relations regulations

**Unit Sector(s)**

Not Applicable

**Competency Field**

**Competency Field**                      F - Safety Management