



**Australian Government**

# **TLIX5057A Prepare documents for customs clearance**

**Release 1**

# **TLIX5057A Prepare documents for customs clearance**

## **Modification History**

Release 1. This is the first release of this unit.

## **Unit Descriptor**

This unit involves the skills and knowledge required to understand the basic procedures and documentation requirements used in international trade and to prepare documents for customs clearance in accordance with requirements of Customs and related legislative requirements, and workplace procedures.

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

## **Application of the Unit**

Work must be carried out in compliance with Customs and related legislative requirements, and workplace requirements concerning preparing and checking documentation.

Work is performed under some supervision generally within a team environment. Work is undertaken in a range of environments including small to large worksites in the customs broking and freight forwarding industries.

## **Licensing/Regulatory Information**

Refer to Unit Descriptor.

## **Pre-Requisites**

Nil

## **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

### **1 Scope framework for international trade documentation requirements**

- 1.1 Australia's role and position in international trade is explained and used to guide custom broking activities
- 1.2 Australia's role and involvement in international trade in relation to customs broking activities and the import and export of cargo are explained
- 1.3 Role and function of World Customs Organization and Customs Co-operation Council are explained and applied to custom broking activities
- 1.4 Australia's obligations under international treaties and agreements are explained and used to guide custom broking activities

### **2 Enable cargo movement**

- 2.1 Parties involved in international trade and international movement of cargo are identified
- 2.2 Documents required for international trade are identified
- 2.3 Bills of lading, waybills and air waybills are accessed, analysed and used to facilitate cargo movement
- 2.4 Documentation for import of cargo is correctly identified in accordance with legislative and operative requirements, and workplace policies and procedures
- 2.5 Documentation for export of cargo is correctly identified in accordance with legislative and operative requirements, and workplace policies and procedures
- 2.6 Basic freight concepts such as volumetric versus actual weight calculations are explained and applied as required
- 2.7 Differences between short landed, short shipped and over carried cargo are explained and identified

### **3 Apply international trade payment methods**

- 3.1 Cash or open account payment methods are identified and their implications are documented
- 3.2 Bills of exchange are identified and analysed, and their implications are documented
- 3.3 Letters of credit are identified and analysed, and their implications for cargo movement and customs

broking activities are documented

3.4 Currency exchange protection and basic foreign exchange transactions are interpreted in relation to custom broking activities

**4 Apply basic marine insurance concepts to cargo movement**

4.1 Basic marine insurance concepts are explained

4.2 General average is explained

4.3 Procedures to handle pillage, damage and/or loss are outlined and implemented as appropriate to task

**5 Interpret Incoterms**

5.1 Purpose of and different types of Incoterms are explained

5.2 Incoterms are applied as required

5.3 Impact of Incoterms on documentation and task requirements are outlined and considered in document preparation

**6 Check documentation meets workplace requirements**

6.1 Relevant documents are collated and checked

6.2 Each document element is checked for completion with required information to ensure completion of customs clearance requirements

6.3 Documents related to transport safety requirements are checked for correctness and availability

6.4 Problems arising in completing required documents are identified and assistance is sought to resolve identified problems in accordance with workplace procedures

6.5 Workplace procedures for authorisations are followed

6.6 Documents are filed, stored and retained in accordance with workplace procedures

## Required Skills and Knowledge

This section describes the knowledge and skills required for this unit.

### Required knowledge:

- Applicable regulations and legislation:
  - Australian and international regulations and codes of practice for handling and transporting dangerous goods and hazardous substances
  - biosecurity legislation and procedures
  - relevant Customs and related legislation, including taxation legislation
  - relevant standards and codes for importing/exporting cargo
- Australia's role and position in international trade
- Australia's international treaties and agreements
- Basic freight concepts such as volumetric versus actual weight calculations
- Basic marine insurance concepts, including general average and procedures to handle pillage and loss
- Focus of operation of work systems and site operating systems for assisting in completing customs clearances
- Importance and role of bills of lading, waybills and air waybills in moving cargo
- Incoterms and the impact they may have on documentation, charges and costings
- Methods of payment used in international trade
- Parties involved in international movement of cargo
- Relevant workplace procedures for registration and data entry of documentation for customs clearance and/or reporting
- Workplace procedures and policies for completing import and export documentation

### Required skills:

- Accurately convey requirements to clients and other stakeholders in writing and verbally
- Communicate effectively with others
- Complete and/or assess accuracy of import and export documentation
- Operate and adapt to differences in equipment in accordance with standard operating procedures
- Promptly report and/or rectify any identified problems when completing and/or assessing import and export documentation in accordance with regulatory requirements and workplace procedures
- Read and comprehend statements in English
- Read and interpret instructions and procedures relevant to importing and exporting cargo and freight
- Select and use relevant communications, computing and office equipment when completing import and export documentation



## 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 competence in this unit must be relevant to and satisfy all of the requirements of the Elements, Performance Criteria, Required Skills, Required Knowledge and include:

- identifying documentation for the movement and customs clearance of cargo
- completing and checking documentation and records to meet relevant Customs legislation and related legislative and workplace requirements
- knowledge of the possible impact the choice of Incoterms and/or transport terminology has on preparing documentation for the movement and customs clearance of cargo.

### **Context of and specific resources for assessment**

Performance is demonstrated consistently over time and in a suitable range of contexts.

Resources for assessment include access to:

- a range of relevant exercises, case studies, scenarios and/or other simulated practical and knowledge assessment, and/or
- 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 organization.

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.

A range of assessment methods should be used to assess practical skills and knowledge.

As a minimum, assessment of knowledge must be conducted through appropriate written/oral tests.

## 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:                            | <ul style="list-style-type: none"><li>• by day or night</li><li>• in a range of work environments</li></ul>   |
| Customers may be:                                 | <ul style="list-style-type: none"><li>• external</li><li>• internal</li></ul>   |
| Workplaces may comprise:                          | <ul style="list-style-type: none"><li>• large</li><li>• medium</li><li>• small worksites</li></ul>  |
| Work may be conducted in:                         | <ul style="list-style-type: none"><li>• controlled or open environments</li><li>• exposed conditions</li><li>• limited or restricted spaces</li></ul>   |
| Cargo may include:                                | <ul style="list-style-type: none"><li>• consignments imported/exported by air freight</li><li>• consignments imported/exported by parcels post</li><li>• consignments imported/exported by sea freight</li><li>• goods and dangerous goods</li><li>• goods with specialist requirements, including temperature controlled</li><li>• personal effects</li><li>• wildlife or wildlife products (living or non-living)</li></ul> |
| Hazards in the work area may include exposure to: | <ul style="list-style-type: none"><li>• chemicals</li><li>• dangerous or hazardous substances</li><li>• movements of equipment, goods and materials</li></ul>   |
| Consultative processes may involve:               | <ul style="list-style-type: none"><li>• industrial relations and work health and safety (WHS)/occupational health and safety (OHS) specialists</li><li>• management representatives</li><li>• other employees and supervisors</li><li>• other maintenance, professional or technical staff</li><li>• relevant authorities and institutions</li><li>• suppliers and clients</li><li>• union representatives</li></ul>          |
| Communication in the work area may include:       | <ul style="list-style-type: none"><li>• electronic data interchange (EDI)</li><li>• email</li><li>• fax</li><li>• internet</li><li>• oral, aural or signed communications</li><li>• phone</li><li>• radio</li></ul>   |
| Workplace procedures may                          | <ul style="list-style-type: none"><li>• company procedures</li></ul>  |



include:

Information/documents may include:

- enterprise procedures
- established procedures
- organisational procedures
- air waybill (AWB), bills of lading (B/L) or sea waybills
- certificates of marine insurance, other insurance certificates
- certificates of origin
- cleanliness certificates
- commercial invoices
- dangerous goods declarations and safety data sheets (SDSs)/material safety data sheets (MSDSs)
- emergency procedures
- financial documentation
- goods identification numbers and codes
- handling instructions for cargo (especially for dangerous goods or temperature controlled goods)
- manifests, barcodes, and container identification/serial numbers
- manufacturer specifications for equipment
- operations manuals, job specifications and induction documentation
- other documents specific to goods, country of origin/destination
- packing declarations
- packing lists
- permits from regulatory bodies (Australian and international)
- quality assurance procedures
- relevant Australian and international standards, regulations and codes of practice for the import/export of cargo, including handling and transporting dangerous goods and hazardous substances
- relevant certification requirements
- relevant Customs and related legislation and procedures, including those relating to biosecurity, environment and conservation
- supplier and/or client instructions
- treatment certificates
- transportation and warehousing instructions
- workplace procedures and policies

## **Unit Sector(s)**

Not applicable.

## **Competency Field**

X – Logistics