



Australian Government

CPPSIS3018 Transfer loads

Release: 1

CPPSIS3018 Transfer loads

Modification History

Release 1.

Replaces superseded equivalent CPPSIS3018A Transfer personnel and loads.

This version first released with CPP Property Services Training Package Version 3.

Application

This unit of competency specifies the outcomes required to plan and conduct the loading, transfer and unloading of personnel and goods to a work site. The work site could be in a remote location in off-road conditions using a boat or four-wheel drive vehicle. The unit covers selecting equipment to assist loading activities, and complying with legal requirements relating to the transport and handling of hazardous materials, and to load mass, restraint and protection.

The unit supports those who work under supervision in a surveying and spatial information services team, in a range of work sites and positions, such as field support for data collection and site set-out.

Licensing, legislative, regulatory or certification requirements concerning the loading and unloading of goods, including mass and loading regulations dealing with over-size and over-mass permits, apply to this unit in some States. Relevant state and territory regulatory authorities should be consulted to confirm those requirements.

Pre-requisite Unit

Nil

Unit Sector

Surveying and spatial information services

Elements and Performance Criteria

Elements describe the essential outcomes.

Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.

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|-------------------------------|---|
| 1. Prepare for load transfer. | 1.1. <i>Load transfer requirements</i> are identified and clarified with <i>appropriate persons</i> . |
| | 1.2. Load transfer activities are planned to ensure efficient and safe operations and environmental protection, and |

according to organisational requirements.

- 1.3. **Transport equipment** appropriate for the type of load and loading and unloading activities to be conducted is selected and accessed.
 - 1.4. Factors affecting safe and efficient load transfer are identified and assessed in consultation with appropriate persons to meet organisational and safety requirements.
2. Carry out loading and unloading.
 - 2.1. Loading and unloading activities are conducted in a safe and efficient manner, taking into account suitable locations, stowage and balance of remaining load.
 - 2.2. **Lifting aids and equipment** are selected and used to assist loading and unloading according to organisational procedures and safety requirements.
 - 2.3. Load is secured and protected using correct load restraint methods and according to organisational requirements.
 - 2.4. Goods and technical equipment requiring special handling are identified and documentation is completed according to organisational requirements.
3. Operate vehicle to complete load transfer.
 - 3.1. Pre-operational inspections and checks of vehicle are conducted, and problems or malfunctions reported according to organisational requirements.
 - 3.2. Vehicle is operated using most efficient route of travel and ensuring safety of load and equipment.
 - 3.3. Route conditions and vehicle performance are constantly monitored and occurrences affecting safety and efficiency of operations are reported according to organisational requirements.
 - 3.4. Vehicle records are completed and maintained according to organisational requirements.

Foundation Skills

This section describes the language, literacy, numeracy and employment skills essential to performance in this unit but not explicit in the performance criteria.

Skill	Performance feature
Planning and organising skills to:	• plan and navigate a transport route to account for terrain, weather and traffic contingencies.
Numeracy skills to:	• apply basic computations relating to load mass, size and weight.
Oral communication skills to:	• ask questions to clarify work task requirements • receive and relay information clearly using a two-way radio.
Reading skills to:	• interpret Australian Dangerous Goods (ADG) markings and HAZCHEM signs • interpret information from maps and manufacturer specifications.
Writing skills to:	• record clear and accurate load computations.
Problem-solving skills to:	• solve routine problems impacting on safety of load.

Range of Conditions

This section specifies work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included. Bold italicised wording, if used in the performance criteria, is detailed below.

<i>Load transfer requirements</i> must include:	• load shape • load size • load weight • route conditions • work site location for load transfer.
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Appropriate persons must include at least one of the following:

- experienced colleague
- supervisor or line manager.

Transport equipment must include at least one of the following:

- boat
- car
- four-wheel drive vehicle (with or without trailer)
- light truck
- quad bike
- two-wheel drive vehicle (with or without trailer).

Lifting aids and equipment must include at least one of the following:

- block and tackle
- hoist
- hydraulic lift
- jack
- stacker.

Unit Mapping Information

CPPSIS3018A Transfer personnel and loads

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b>

Assessment Requirements for CPPSIS3018 Transfer loads

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Performance Evidence

A person demonstrating competency in this unit must satisfy the requirements of the elements, performance criteria, foundation skills and range of conditions of this unit. The person must also plan and transfer:

- dangerous goods in one load
- personnel in a separate load.

While transferring the above loads, the person must:

- communicate clearly with others to clarify work tasks and relay accurate information using a two-way radio
- comply with organisational and legislative requirements during transfer activities relating to:
 - load mass, restraint and protection
 - protecting the environment
 - working safely
- conduct pre-operational checks and inspections of the transport to identify defects and malfunctions, and report as required
- follow procedures for the safe manual handling of goods
- operate a vehicle safely while transporting loads on a variety of travelling surfaces and in varying weather conditions
- conduct a basic assessment of terrain, traffic flow and weather conditions impacting on the transfer route, including off-road routes
- navigate safe transport routes allowing for a range of terrain, weather and traffic conditions
- record data and complete required organisational documentation, including for goods that require special handling
- select and use lifting aids and equipment, as specified in the range of conditions, to assist loading and unloading
- work safely and follow procedures to ensure the safety of personnel, loads and equipment, including using personal protective equipment (PPE).

Knowledge Evidence

A person demonstrating competency in this unit must demonstrate knowledge of:

- codes of practice for handling and transporting dangerous goods and hazardous substances
- communication protocols during load transfers
- factors that can impact on safety when loading and unloading, including risks posed by traffic and weather
- goods identification numbers and codes, including Australian Dangerous Goods (ADG) markings and HAZCHEM signs
- licensing requirements for operating vehicles on land and water
- regulations relating to the handling and transport of dangerous goods and hazardous substances, mass (over-size and over-mass), and load restraint and protection.

Assessment Conditions

The following must be present and available to learners during assessment activities:

- equipment:
 - communications equipment
 - load lifting aids and equipment, as specified in the range of conditions
 - safety equipment, including PPE
 - vehicle to suit transport route
- specifications:
 - organisational policies, procedures and documentation relating to work health and safety and load restraint guide
 - equipment operating manuals
 - job specifications for load transfer work
 - maps
- relationships with team members and supervisor:
 - working under supervision.

Timeframe:

- as specified by task and organisational requirements.
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Assessor requirements

As a minimum, assessors must satisfy the assessor requirements in the Standards for Registered Training Organisations (RTOs) current at the time of assessment.

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