



Australian Government

TLIA0013 Maintain container and freight records

Release: 1

TLIA0013 Maintain container and freight records

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to maintain container and freight records in accordance with relevant regulations and workplace requirements as part of work activities within the transport and logistics industry.

It includes processing container and freight documentation; maintaining records of container and freight movements; monitoring container and freight, including refrigerated units; and maintaining records.

Work is performed under some supervision generally within a team environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

A – Handling Cargo/Stock

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1 Process container and freight documentation

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

1.1 Documentation is processed in accordance with workplace procedures and statutory authority requirements

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| | 1.2 | Movements of containers and freight are recorded in accordance with workplace procedures and statutory authority requirements |
| | 1.3 | Information, labels, instructions and workplace procedures are read and interpreted |
| | 1.4 | Size, shape and special requirements of loads are estimated according to freight procedures |
| 2 | Maintain records of container and freight movements | |
| | 2.1 | Records are updated each time containers or freight are moved within the yard and communicated with relevant personnel |
| | 2.2 | Containers and freight are checked using markings to ensure correct identification when updating records |
| 3 | Monitor container and freight and maintain records | |
| | 3.1 | Containers and freight are monitored daily and specified information is recorded |
| | 3.2 | Problems with controlled systems on containers or freight are reported and forwarded to maintenance personnel |
| | 3.3 | Log cards on containers and freight with controlled systems are checked on completion of monitoring, and all unit or system breakdowns and/or faults are logged in breakdown log diary in accordance with workplace procedures |
| | 3.4 | Movement of containers and freight is monitored daily and information is recorded |

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Unit Mapping Information

This unit replaces and is equivalent to TLIA3002 Maintain container/cargo records.

Links

Companion Volume Implementation Guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851>

Assessment Requirements for TLIA0013 Maintain container and freight records

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Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant legislation and workplace procedures
- communicating with others
- estimating size, shape and special requirements of loads
- identifying goods by codes and markings, including:
 - dangerous goods
 - emergency information panels
 - international
 - national
- interpreting and following operational instructions, procedures and information
- reporting and/or rectifying identified problems promptly in accordance with regulatory requirements and workplace procedures
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- container controlled systems
- focus of operation of work systems, equipment, management and site operating systems for maintaining container and freight records
- freight marking and numbering systems
- national and international standards, codes of practice and regulations relevant to maintaining container and freight records, including dangerous goods' codes
- possible risks with maintaining container and freight records and appropriate control measures
- relevant bond, quarantine or other legislative requirements
- relevant handling and safety codes of practice
- relevant statutory authority requirements

- workplace procedures and policies for maintaining container and freight records
- worksite layout and location of all container units.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include:

- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation, including legislation, regulations, codes of practice, workplace procedures and operation manuals.

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