



Australian Government

TLIA0026 Check and control records and documentation

Release: 1

TLIA0026 Check and control records and documentation

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 check and control records and documentation.

It includes accessing documentation and checking and controlling records in accordance with legislative, regulatory and workplace requirements.

Work is performed under minimal 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 Access documentation

PERFORMANCE CRITERIA

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

- 1.1** Documentation is checked to ensure compliance with legislation, regulations and workplace requirements to address the task
- 1.2** Appropriate personnel responsible for documentation are consulted, as required

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|------------------------------------|------------|---|
| | 1.3 | Deadlines are checked and confirmed with appropriate personnel |
| 2 Check and control records | 2.1 | Records are checked to identify unexpected deviations |
| | 2.2 | Appropriate personnel are advised when problems are identified |
| | 2.3 | Security and control of records and documentation is maintained at all stages |
| | 2.4 | Access is granted to authorised personnel in accordance with workplace procedures |

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.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is not equivalent to TLIA4005 Check and evaluate records and documentation.

Links

Companion Volume Implementation Guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851>