



Australian Government

TLIA3002 Maintain container/cargo records

Release: 1

TLIA3002 Maintain container/cargo 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/cargo 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/or cargo documentation, maintaining records of container/cargo movements, monitoring container/cargo including reefer 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/cargo documentation

PERFORMANCE CRITERIA

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

1.1 Container/cargo documentation is processed in accordance with workplace procedures and statutory authority requirements

- 1.2 Movements of containers/cargo are recorded in accordance with workplace procedures and statutory authority requirements
- 2 Maintain records of container/cargo movements**
 - 2.1 Container/cargo records are updated each time containers/cargo are moved within the yard
 - 2.2 Containers/cargo are checked using markings to ensure correct identification when updating records
- 3 Monitor container/cargo and maintain records**
 - 3.1 Containers/cargo are monitored on a daily basis and specified information is recorded
 - 3.2 Problems with controlled systems on containers/cargo are reported on appropriate forms and forwarded to maintenance area
 - 3.3 Log cards on containers/cargo 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/cargo is monitored on a daily basis 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.

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

Unit Mapping Information

This unit replaces and is equivalent to TLIA3002A 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 TLIA3002 Maintain container/cargo records

Modification History

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

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 effectively with others
- estimating size, shape and special requirements of loads
- identifying cargo, container and goods, coding, Australian Dangerous Goods (ADG) Code/International Maritime Dangerous Goods (IMDG) Code markings and emergency information panels
- interpreting and following operational instructions and prioritising work
- reading and interpreting relevant instructions, procedures, information and labels
- receiving, acknowledging and sending messages with available communications equipment
- 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:

- Australian and International Standards, codes of practice and regulations relevant to maintaining container and cargo records including the current ADG Code
- cargo marking and numbering systems
- focus of operation of work systems, equipment, management and site operating systems for maintaining container and cargo records
- problems that may occur when maintaining container and cargo records and appropriate action that can be taken to resolve these problems
- relevant bond, quarantine or other legislative requirements
- relevant handling and safety codes of practice
- site layout and location of reefer units
- workplace procedures and policies for maintaining container and cargo records.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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 include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, ADG Code, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

Companion Volume implementation guides are found in VETNet -

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