



Australian Government

TLIA4005 Check and evaluate records and documentation

Release: 2

TLIA4005 Check and evaluate records and documentation

Modification History

Release 2. This is the second release of this unit of competency in the TLI Transport and Logistics Training Package:

- Minor statement changes in Assessment Conditions.

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 evaluate records and documentation in accordance with regulatory and workplace requirements, as part of work activities within the transport and logistics industry.

It includes checking documentation, and analysing and evaluating 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 Check documentation

PERFORMANCE CRITERIA

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

1.1 Documentation, regulatory and workplace requirements are confirmed

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|---------------------------------------|------------|--|
| | 1.2 | Documentation is checked to ensure compliance with regulatory and workplace requirements |
| | 1.2 | Documentation is checked regularly and personnel responsible for documentation are advised of deadlines |
| | 1.3 | Appropriate systems are used to ensure maintenance of records complies with regulatory and workplace requirements |
| 2 Analyse and evaluate records | 2.1 | Records are analysed to identify unexpected deviations from plans or possible future problems with plant and/or equipment |
| | 2.2 | Advice is provided to appropriate personnel when problems are identified |
| | 2.3 | Security of records and documentation is maintained at all times and 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.

Unit Mapping Information

This unit replaces and is equivalent to TLIA4005A 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>