



Australian Government

TLIE4025 Prepare and process transport documentation for dangerous goods

Release: 2

TLIE4025 Prepare and process transport documentation for dangerous goods

Modification History

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

- Minor changes to unit Application
- Minor changes to Performance Criteria
- Minor changes to 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 prepare and process transport documentation for dangerous goods.

It includes preparing regulatory documentation for dangerous goods; completing despatch, receipt and workplace forms for dangerous goods; and processing documentation.

This unit applies to those working in the heavy recovery industry. It does not include salvage operations.

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

Pre-requisite Unit

Not applicable.

Competency Field

E – Communication and Calculation.

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS

PERFORMANCE CRITERIA

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare regulatory documentation for dangerous goods	1.1 Reasons and requirements for reporting and recording are identified 1.2 Statutory documentation for dangerous goods is used in accordance with regulatory and workplace procedures 1.3 Information is collected and checked with a range of personnel to confirm its accuracy, relevance and status 1.4 Need for additional information is established 1.5 Conclusions drawn and actions taken are checked to ensure they match available information 1.6 Information is recorded and reported in required format, style, structure and timeframe 1.7 Documentation is checked to ensure it is in accordance with regulatory requirements
2 Complete despatch and receipt documentation for dangerous goods	2.1 Order request information is analysed to identify work requirements to fill order 2.2 Products are noted and site locations are identified 2.3 Required schedules for order movement are identified 2.4 Documentation is completed in accordance with workplace procedures and regulatory requirements 2.5 Order is checked against schedule and order form 2.6 Records are completed and appropriate documentation is attached in accordance with workplace procedures and regulatory requirements
3 Complete documentation for dangerous goods	3.1 Correct form for purpose is identified 3.2 Information for completion of form is collected 3.3 Relevant sections of form are completed 3.4 Completion of other sections of form by relevant persons is organised 3.5 Supporting documentation or information is gathered

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| 4 Process documentation | 3.6 Signatory requirements are determined and completed |
| | 4.1 Documentation is submitted to relevant persons |
| | 4.2 Documentation is adjusted in response to feedback and comments received |
| | 4.3 Documentation is copied and stored in accordance with regulatory and 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 TLI Transport and Logistics Training Package Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIE4025A Prepare and process transport documentation for dangerous goods.

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 TLIE4025 Prepare and process transport documentation for dangerous goods

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Performance Evidence

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

- communicating effectively with others
- identifying regulatory requirements for completing dangerous goods documentation accurately, including:
 - relevant Australian Standards and certification requirements
 - relevant internal data entry books, including logbooks, data sheets and load sheets
 - transport emergency response plan (TERP)
 - transport regulations as they apply to the enterprise, including local authority regulations and procedures
 - workplace policies and procedures
- interpreting and following operational instructions and prioritising work
- preparing current dangerous goods documentation accurately
- processing dangerous goods documentation in accordance with workplace procedures
- reading, interpreting, and organising information
- reporting and rectifying, within limits of own role, identified problems promptly in accordance with regulatory requirements and workplace procedures
- working collaboratively with others
- writing and/or entering information into computer-based documentation systems.

Knowledge Evidence

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

- applicable legislative procedures and codes
 - current Australian Dangerous Goods (ADG) Code
 - environmental protection legislation and regulations
 - fatigue management regulations
 - relevant state/territory roads and traffic authority driving regulations and licence or permit requirements for operating heavy vehicles on unsealed roads
 - road rules
 - work health and safety (WHS)/occupational health and safety (OHS) legislation
- protocols and procedures for preparing and processing dangerous goods documentation
- relevant procedures and duty of care requirements for preparing and processing dangerous goods documentation
- relevant sources of information for preparing and processing dangerous goods documentation
- relevant WHS/OHS responsibilities for preparing and processing dangerous goods documentation
- TERP
- typical problems in processing workplace documentation, and appropriate actions and solutions
- workplace procedures for preparing and processing dangerous goods documentation
- workplace requirements relating to documentation format, style, structure and timeframe.

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 access to:

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

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