



Australian Government

TLIO0003 Follow security procedures when working with goods and cargo

Release: 1

TLIO0003 Follow security procedures when working with goods and cargo

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 follow security procedures when working with goods and cargo within the transport and logistics industry.

It includes checking and maintaining the security of goods and cargo, identifying and responding to security threats or situations, and completing all required security records.

People achieving competence in this unit will need to fulfil the applicable security regulations and the relevant sections of a transport organisation's workplace security program and procedures.

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

O – Security

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1 Maintain security of

PERFORMANCE CRITERIA

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

1.1 Goods and cargo are secured, as required, within

goods and cargo	specified locations and transport vehicles in accordance with workplace security procedures
	1.2 Seals, tamper-proof packaging, locks and other security measures on goods or cargo are checked and maintained in accordance with workplace security procedures
	1.3 Signs of pillaging, theft and interference are recognised and reported in accordance with workplace security procedures
	1.4 Signs of suspicious goods and cargo are recognised and reported promptly to designated personnel
	1.5 Breaches of security requirements are reported promptly to designated personnel in accordance with workplace security procedures
2 Identify a security threat or situation	2.1 Security threat or situation is promptly identified and assessed, and response is prioritised in accordance with workplace security program and procedures
	2.2 Implications of the security threat or situation are evaluated in accordance with workplace security program and procedures
	2.3 Relevant personnel are alerted to the security threat or situation in accordance with workplace security procedures
	2.4 Communications are maintained with relevant personnel to determine appropriate course of action
3 Respond to a security threat or situation	3.1 Identified security threat or situation is responded to in accordance with workplace security procedures, received instructions, regulatory requirements and emergency response plan
	3.2 Security threats or situations are handled appropriately in accordance with established response plan and within limits of own responsibility and duty of care
	3.3 Responsibilities are fulfilled in accordance with workplace security program and regulatory requirements
	3.4 Assistance is provided in controlling the site prior to and following the arrival of security and/or emergency services

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| | 3.5 | Assistance is provided to other staff and emergency services personnel conducting an initial survey of the scene |
| | 3.6 | Directions of the controlling security/emergency services are followed and all possible assistance is provided in response to those directions |
| 4 | Maintain security records | |
| | 4.1 | Security records requirements are confirmed |
| | 4.2 | Records of security checks and precautions are documented in accordance with workplace procedures |
| | 4.3 | Reports of security threats or situations are completed in accordance with workplace requirements and applicable security requirements |

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 TLIO2021 Follow security procedures when working with goods and cargo.

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 TLIO0003 Follow security procedures when working with goods and cargo

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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:

- adapting to differences in equipment, facilities, cargo and passengers
- applying procedures for security checks and precautions within limits of own role and responsibilities
- applying relevant workplace procedures
- communicating effectively with others when following security procedures
- completing documentation and reports related to security procedures
- following workplace emergency response plan and procedures
- identifying and reporting problems that arise when following security procedures
- identifying signs of disruption to goods and cargo
- reading and interpreting relevant instructions, workplace procedures, labels, markings, ID cards and other information
- recognising signs of pillage, theft and interference with goods, cargo and mail
- recognising signs of security threats and situations
- reporting and/or rectifying identified problems promptly in accordance with workplace procedures
- responding to a possible security threat
- selecting and using relevant communications and other equipment
- using personal protective equipment (PPE) in accordance with workplace procedures
- working collaboratively with others.

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:

- applicable measures for securing specified locations (such as transport terminals and storage facilities) and transport vehicles
- common security problems that may occur when carrying out operations in the transport and logistics industries, and action that can be taken to address and resolve these problems
- common security threats and situations that may occur in transport and logistics industries, and related roles and responsibilities of personnel when reporting and responding to these

- security threats and situations
- layout of worksite
- procedures for operating electronic communications equipment and required protocols
- relevant documentation and reporting requirements
- relevant work health and safety (WHS)/occupational health and safety (OHS) procedures
- relevant workplace security policies and procedures for responding to security threats, situations and emergencies
- signs of pillaging, theft and interference with goods, cargo and mail.

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 PPE
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals.

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