



Australian Government

TLIO3016 Apply and monitor workplace security procedures

Release: 1

TLIO3016 Apply and monitor workplace security procedures

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 apply and monitor security procedures in accordance with workplace and regulatory requirements within the transport and logistics industry.

It includes checking and monitoring personnel and goods entering the worksite, carrying out surveillance of work areas, dealing with security incidents and emergencies, and completing required reports and surveillance documentation.

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 Check and monitor personnel and goods entering the worksite

PERFORMANCE CRITERIA

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

- | | |
|-----|--|
| 1.1 | Entry and exit of personnel and vehicles are checked to prevent improper entry or unlawful removal of goods and cargo, in accordance with workplace operational procedures and statutory authority regulations |
| 1.2 | Potential breaches of security that may cause goods to be at risk are observed and reported promptly to designated |

		personnel in accordance with workplace procedures
2 Carry out surveillance of work areas	2.1	Surveillance of work areas is undertaken in accordance with workplace procedures and regulatory requirements
	2.2	Hazards are identified, risks are assessed and control measures are implemented
	2.3	Breaches of security are identified and action is initiated and/or incident is reported in accordance with workplace procedures and regulatory requirements
3 Respond to security incidents or emergencies	3.1	Security incidents or emergencies are dealt with in accordance with regulations and site operational procedures
	3.2	Appropriate police/security/emergency services are contacted as required, in accordance with workplace procedures
	3.3	Police/security/emergency services are supported as requested
4 Complete required documentation	4.1	Surveillance documentation and reports are completed and files are despatched in accordance with workplace procedures and regulatory requirements
	4.2	Intended message is communicated clearly in written incident and emergency reports in accordance with workplace 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.

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

Unit Mapping Information

This unit replaces and is equivalent to TLIO3016A Apply and monitor workplace security procedures.

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 TLIO3016 Apply and monitor workplace security procedures

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:

- adapting to differences in equipment in accordance with standard operating procedures
- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- communicating effectively with others when applying and monitoring security procedures for cargo, freight and mail
- completing relevant documentation
- identifying, selecting and using relevant equipment, processes and procedures for maintaining security when transferring cargo, freight and mail
- implementing contingency plans
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- planning own work including predicting consequences and identifying improvements
- reading and interpreting relevant instructions, procedures and information
- receiving, acknowledging and sending messages with available communications equipment
- reporting and/or rectifying identified problems that may arise, in accordance with regulatory requirements and workplace procedures
- working collaboratively with others when applying and monitoring security procedures for cargo, freight and mail
- 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 codes and regulations relevant to security arrangements for transferring cargo, freight and mail
- cargo/freight/mail marking and numbering systems
- focus of operation of work systems, equipment, management and site operating systems for securely transferring cargo/freight/mail
- relevant bond, quarantine or other legislative requirements
- relevant work health safety (WHS) /occupational health and safety (OHS) and environmental protection procedures and guidelines
- security problems that may occur when transferring cargo, freight and mail, and appropriate action that can be taken to resolve or avoid these problems
- site layout and operating procedures
- types of hazardous cargo and special handling procedures
- workplace security procedures and policies for transferring cargo/freight/mail.

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
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
-

Links

Companion Volume implementation guides are found in VETNet -

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