



Australian Government

Department of Education, Employment and Workplace Relations

TLIA3004A Process receipt and delivery of containers and cargo

Release: 1

TLIA3004A Process receipt and delivery of containers and cargo

Modification History

Not Applicable

Unit Descriptor

Unit Descriptor

This unit involves the skills and knowledge required to process the receipt and delivery of containers and cargo in accordance with workplace requirements including checking the stacking/discharge list at commencement of a shift, assessing and planning container/cargo consolidation, allocating stack positions, identifying and checking containers/cargo, and checking and completing required documentation. Licensing, legislative, regulatory or certification requirements are applicable to this unit.

Application of the Unit

Application of the Unit

Work must be carried out in compliance with the relevant regulations and workplace requirements concerning the receipt and delivery of containers and cargo.

Work is performed under some supervision generally within a team environment. It involves the application of workplace procedures and regulatory requirements to the processing of the receipt and delivery of containers and cargo as part of work activities in the stevedoring, transport, distribution and allied industries.

Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Not Applicable

Employability Skills Information

Employability Skills This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the required performance needed to demonstrate achievement of the element. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Check stacking/discharge list at commencement of shift	1.1 Yard or terminal stacking/discharge lists are checked against container/cargo documentation and operational order of work, taking into account both ship and shore operations 1.2 Stacking discharge lists are continually updated to reflect the correct location of containers and cargo
2 Assess and plan container/cargo consolidation	2.1 Yard or terminal plans are assessed and where appropriate consolidation of container/cargo within the yard or terminal is planned 2.2 Consolidation plans are prepared to ensure efficiency of operations and efficient use of available yard/terminal space 2.3 Final yard/terminal positions are obtained from consolidation plans and recorded
3 Allocate stack positions	3.1 Stack positions are allocated based on the nature of the container/cargo concerned and the requirements of yard/terminal operations 3.2 Stacking plan is communicated to the relevant personnel in accordance with workplace procedures
4 Identify and check containers/cargo	4.1 Containers/cargo are identified and checked at the point of entry to the yard and prior to stacking 4.2 Agreement between numbers and marks on container/cargo and shipping documentation is confirmed 4.3 Cargo/containers are inspected and appropriate action is taken to report identified damage or defects in accordance with workplace procedures 4.4 Stacking follows stacking plans and facilitates efficient movement within the yard
5 Check and complete documentation	5.1 Documentation is checked prior to performing completion procedures ensuring compliance with workplace procedures and regulatory requirements

Required Skills and Knowledge

REQUIRED KNOWLEDGE AND SKILLS

This describes the essential knowledge and skills and their level required for this unit.

Required knowledge:

- Australian and international standards, codes and regulations relevant to the processing of the

REQUIRED KNOWLEDGE AND SKILLS

receipt and delivery of containers and cargo including the Australian and International Dangerous Goods Codes

- Relevant OH&S and environmental protection procedures and guidelines
- Workplace procedures and policies for the processing of the receipt and delivery of containers and cargo
- Focus of operation of work systems, equipment, management and site operating systems for the receipt and delivery of containers and cargo
- Problems that may occur when processing the receipt and delivery of containers and cargo, and appropriate action that can be taken to resolve the problems
- Relevant handling and safety codes
- Site layout, stacking plans and available stacking space
- The marking and numbering systems for cargo
- Relevant bond, quarantine or other legislative requirements

Required skills:

- Communicate effectively with others when processing the receipt and delivery of containers and cargo
- Read and interpret instructions, procedures and labels relevant to the processing of the receipt and delivery of containers and cargo
- Identify cargo, container and goods, coding, ADG / IMDG markings and where applicable emergency information panels
- Receive, acknowledge and send messages with appropriate communications equipment
- Work collaboratively with others
- Adapt appropriately to cultural differences in the workplace, including modes of behaviour and interactions with others
- Promptly report and/or rectify any identified problems when processing the receipt and delivery of containers and cargo in accordance with regulatory requirements and workplace procedures
- Modify activities depending on differing operational contingencies, risk situations and environments
- Work systematically with required attention to detail without injury to self or others, or damage to goods or equipment
- Operate and adapt to differences in equipment in accordance with standard operating procedures
- Identify, select and use relevant equipment, processes and procedures when processing the receipt and delivery of containers and cargo
- Use the lashing and protection equipment
- Estimate the size, shape and special requirements of loads

Required skills:

- Apply effective eye-hand coordination

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required knowledge and skills, the range statement and the assessment guidelines for this Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

- The evidence required to demonstrate competency in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria of this unit and include demonstration of applying:
 - the underpinning knowledge and skills
 - relevant legislation and workplace procedures
 - other relevant aspects of the range statement

Context of and specific resources for assessment

- Performance is demonstrated consistently over a period of time and in a suitable range of contexts
- Resources for assessment include:
 - a range of relevant exercises, case studies and/or other simulated practical and knowledge assessment, and/or
 - access to an appropriate range of relevant operational situations in the workplace
- In both real and simulated environments, access is required to:
 - relevant and appropriate materials and equipment, and
 - applicable documentation including workplace procedures, regulations, codes of practice and operation manuals

Method of assessment

- Assessment of this unit must be undertaken by a registered training organisation
- As a minimum, assessment of knowledge must be conducted through appropriate written/oral tests
- Practical assessment must occur:
 - through activities in an appropriately simulated environment at the registered training organisation, and/or

EVIDENCE GUIDE

- in an appropriate range of situations in the workplace

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance.

Work may be conducted:	• in a range of work environments • by day or night
Customers may be:	• internal or external
Workplaces may comprise:	• large, medium or small worksites
Work may be conducted in:	• limited or restricted spaces • exposed conditions • controlled or open environments
Cargo may include:	• goods with specialist requirements, including temperature controlled goods and dangerous goods
Hazards in the work area may include exposure to:	• chemicals • dangerous or hazardous substances • movements of equipment, goods, materials and vehicular traffic
Personnel in work area may include:	• workplace personnel • site visitors • contractors • official representatives
Personal protective equipment may include:	• gloves • safety headwear and footwear • safety glasses • two-way radios • protective clothing • high visibility clothing
Communication in the work area may include:	• phone • fax • email • electronic data transfer (EDI) • RF systems • radio

RANGE STATEMENT

Depending on the type of organisation concerned and the local terminology used, workplace procedures may include:

- oral, aural or signed communications
- company procedures
- enterprise procedures
- organisational procedures
- established procedures

Information/documents may include:

- goods identification numbers and codes
- manifests, bar codes, and container identification/serial number
- Australian and international codes of practice and regulations relevant to the processing of the receipt and delivery of containers and cargo
- Australian and international regulations and codes of practice for the handling and transport of dangerous goods and hazardous substances
- operations manuals, job specifications and induction documentation
- manufacturers specifications for equipment
- workplace procedures and policies
- supplier and/or client instructions
- dangerous goods declarations and material safety data sheets (where applicable)
- award, enterprise bargaining agreement, other industrial arrangements
- relevant Australian standards and certification requirements
- quality assurance procedures
- emergency procedures

Applicable regulations and legislation may include:

- relevant codes and regulations for the receipt and delivery of containers and cargo
- Australian and international regulations and codes of practice for the handling and transport of dangerous goods and hazardous substances, including:
 - Australian and International Dangerous Goods Codes
 - Australian Marine Orders and the International Maritime Dangerous Goods Code
 - IATA Dangerous Goods by Air regulations
 - Australian and International Explosives Codes
- licence, patent or copyright arrangements
- water and road use and licence arrangements
- export/import/quarantine/bond requirements
- marine orders

RANGE STATEMENT

- relevant state/territory OH&S and environmental protection legislation
- workplace relations regulations
- workers compensation regulations

Unit Sector(s)

Not Applicable

Competency Field

Competency Field A - Handling Cargo/Stock