



Australian Government

Department of Education, Employment and Workplace Relations

TLIA3008A Transfer cargo

Release: 1

TLIA3008A Transfer cargo

Modification History

Not Applicable

Unit Descriptor

Unit Descriptor

This unit involves the skills and knowledge required to transfer cargo in accordance with workplace requirements including preparing for the transfer of the load, safely transferring the cargo using appropriate lifting equipment, finalising the transfer, and completing all 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 transfer of cargo/freight.

Work is performed under some supervision generally within a team environment. It involves the application of workplace procedures and regulatory requirements when transferring 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 Prepare for load transfer

- 1.1 Load characteristics are identified to determine any special handling or equipment requirements
- 1.2 Location of load in yard and following transfer method is determined
- 1.3 Pathway for load transfer is established consistent with workplace procedures noting obstacles and any particular safety precautions
- 1.4 Working area is prepared in accordance with the national standards, safety codes, and site operating procedures
- 1.5 Personal protective equipment and other safety equipment is assembled
- 1.6 The Safe Working Load (SWL) or Working Load Limit (WLL) is calculated using formulae for the particular type of lifting equipment
- 1.7 Lifting equipment is checked to determine safe working order for the transfer
- 1.8 Unsafe equipment is reported to appropriate personnel

2 Transfer cargo

- 2.1 Cargo is steadied and secured using appropriate devices
- 2.2 Load is lifted and shifted safely following national standards, safety codes and site operating procedures
- 2.3 Load is transferred and set down ensuring no injury to personnel or damage to machinery or cargo

3 Complete transfer

- 3.1 Securing arrangements are released from load ensuring no injury to personnel or damage to machinery or cargo
- 3.2 Relevant documentation is completed including reporting of damaged cargo in accordance with workplace reporting requirements
- 3.3 Equipment is returned to store and work area returned to normal working condition

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 codes and regulations relevant to the transfer of cargo/freight

REQUIRED KNOWLEDGE AND SKILLS

including the Australian and International Dangerous Goods Codes

- Relevant OH&S and environmental protection procedures and guidelines
- Workplace procedures and policies for the transfer of cargo and freight
- Focus of operation of work systems, equipment, management and site operating systems for the transfer of cargo and freight
- Problems that may occur when transferring cargo/freight and appropriate action that can be taken to resolve the problems
- Relevant handling and safety codes
- Types of equipment used to transfer loads in terminals/wharves, their applications and procedures and precautions for their use
- Requirements for Safe Working Load (SWL) and Working Load Limit (WLL) of load shifting equipment
- The marking and numbering systems for cargo
- Relevant bond, quarantine or other legislative requirements

Required skills:

- Communicate effectively with others when transferring cargo and freight
- Read and interpret instructions, procedures, information and signs relevant to the transfer of cargo and freight
- Interpret and follow operational instructions and prioritise work when transferring cargo and freight
- Complete documentation related to work activities when transferring cargo and freight
- Receive, acknowledge and send messages with communications equipment whilst operating load transfer equipment
- Work collaboratively with others when transferring cargo and freight
- Adapt appropriately to cultural differences in the workplace, including modes of behaviour and interactions with others
- Promptly report and/or rectify any identified problems, faults or malfunctions when transferring cargo and freight in accordance with regulatory requirements and workplace procedures
- Implement contingency plans for unplanned events that may occur when transferring cargo and freight
- Apply precautions and required action to minimise, control or eliminate hazards that may exist during work activities
- Monitor work activities in terms of planned schedule
- Modify activities depending on differing operational contingencies, risk situations and environments
- Apply fatigue management knowledge and techniques

Required skills:

- 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
- Select and use required personal protective equipment conforming to industry and OH&S standards
- Monitor performance of load transfer equipment
- Conduct checks on equipment used when transferring cargo and freight in terms of service schedule and standard operating procedures
- Identify, select and use relevant equipment, processes and procedures when transferring cargo and freight
- Estimate the size, shape and special requirements of loads

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

EVIDENCE GUIDE

	• 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 • 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/freight may include:	• goods with specialist requirements, including temperature controlled goods and dangerous goods
Equipment may include:	• appropriate load shifting equipment normally in use at a terminal or wharf (but does not include gantry equipment, boom cranes, dozers or specialised load shifting equipment which are covered by separate competency units)
Hazards in the work area may include exposure to:	• chemicals • dangerous or hazardous substances • movements of equipment, goods, materials and vehicular traffic
Personal protective equipment	• gloves

RANGE STATEMENT

may include:

- 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
- oral, aural or signed communications

Personnel in work area may include:

- workplace personnel
- site visitors
- contractors
- official representatives

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

- 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 transfer of 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

RANGE STATEMENT

Applicable regulations and legislation may include:

- relevant codes and regulations for the transfer of cargo/freight
- 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
- 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