



Australian Government

TLIA3055A Coordinate terminal/wharf equipment operations

Release 1

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Modification History

Release 1. This is the first release of this unit.

Unit Descriptor

This unit involves the skills and knowledge required to coordinate terminal/wharf equipment operations in accordance with workplace requirements. It includes identifying, assessing and managing potential risks; monitoring work performance and progress; monitoring the status of pending work; solving problems and making decisions; completing all shift requirements; and preparing for the next shift.

Licensing, legislative, regulatory or certification requirements are applicable to this unit.

Application of the Unit

Work must be carried out in compliance with the relevant standards, regulations and workplace requirements concerning terminal/wharf operations.

Work is performed under some supervision generally within a team environment. It involves the application of workplace procedures and regulatory requirements in coordinating terminal/wharf equipment operations as part of work activities in the stevedoring, transport, distribution and/or allied industries.

Licensing/Regulatory Information

Refer to Unit Descriptor.

Pre-Requisites

Nil

Employability Skills Information

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

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| 1 Coordinate equipment, machinery and personnel | <ul style="list-style-type: none">1.1 Equipment, machinery and personnel are coordinated to facilitate the safe and efficient loading and unloading of ship and terminal yard operations, in accordance with operational plan1.2 Liaison is maintained with supervisors to ensure availability of adequate resources |
| 2 Identify, assess and remove potential risks | <ul style="list-style-type: none">2.1 Potential risks are identified and assessed, and appropriate solutions are developed and applied in accordance with workplace procedures and consultation with supervisors2.2 Potential risks to safe and efficient operations are removed from work area or other arrangements are made to ensure conditions for safe work2.3 Supervisors are advised of potential risks or emergency situations and liaison is maintained until risk has been removed or emergency situation has been alleviated |
| 3 Monitor work performance and progress | <ul style="list-style-type: none">3.1 Work performance and progress is monitored through an appropriate terminal management system to ensure work is performed in accordance with established guidelines and procedures, and that safe work practices are maintained3.2 Methods and procedures of work are monitored and refined in consultation with supervisors and operational personnel3.3 Work performance rates are monitored through an appropriate terminal management system and delays are minimised to ensure work program objectives are met3.4 Work practices are monitored to ensure compliance with national standards and safety codes3.5 Environmental conditions are monitored to ensure safe working conditions are maintained3.6 Operational delays, equipment or maintenance issues are monitored and reported to supervisor in accordance with workplace operational procedures and processes |
| 4 Monitor status of pending work | <ul style="list-style-type: none">4.1 Status of pending work is monitored, in order of priority, taking into account needs of ship and terminal/wharf4.2 Where issues are identified that will impact on work performance and progress, plans are amended or work flows are altered to ensure efficiency is maintained throughout operation |

Required Skills and Knowledge

This section describes the knowledge and skills required for this unit.

Required knowledge:

- Australian and international standards, codes and regulations relevant to operating terminals/wharves including the Australian and International Dangerous Goods Codes
- Cargo marking and numbering systems
- Container terminal operations management systems
- Focus of operation of work systems, equipment, management and site operating systems for organising and monitoring terminal/wharf operations
- Problems that may occur when coordinating terminal/wharf operations and appropriate action that can be taken to resolve these problems
- Relevant bond, quarantine or other legislative requirements
- Relevant handling and safety codes
- Relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental protection procedures and guidelines
- Site layout
- Workplace procedures and policies for organising and monitoring terminal/wharf operations

Required skills:

- Adapt appropriately to cultural differences in the workplace, including modes of behaviour and interactions with others
- Apply precautions and required action to minimise, control or eliminate hazards that may exist during work activities
- Communicate effectively with others when coordinating terminal and wharf operations
- Complete documentation related to coordinating terminal and wharf operations
- Efficiently and effectively maintain container terminal tracking operations systems
- Estimate size, shape and special requirements of loads
- Identify cargo, container and goods, coding, Australian Dangerous Goods (ADG)/International Maritime Dangerous Goods Code (IMDG) markings and where applicable emergency information panels
- Identify, select and use relevant equipment, processes and procedures when coordinating terminal and wharf operations
- Implement contingency plans
- Modify activities depending on operational contingencies, risk situations and environments
- Operate and adapt to differences in equipment in accordance with standard operating procedures
- Promptly report and/or rectify identified problems, faults or malfunctions in accordance with regulatory requirements and workplace procedures

- Read and interpret instructions, procedures, information and labels relevant to coordinating terminal and wharf operations
- Receive, acknowledge and send messages with appropriate communications equipment
- Select and use required personal protective equipment conforming to industry, WHS/OHS and Australian standards
- Work collaboratively with others when coordinating terminal and wharf operations
- Work systematically with required attention to detail without injury to self or others or damage to goods or equipment

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 competence in this unit must be relevant to and satisfy all of the requirements of the Elements, Performance Criteria, Required Skills, Required Knowledge and include demonstration of applying:

- required 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 time and in a suitable range of contexts.

Resources for assessment include access to:

- a range of relevant exercises, case studies and/or other simulated practical and knowledge assessment, and/or
- 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

Practical assessment must be undertaken by a registered training organisation.

As a minimum, assessment of knowledge must be conducted through appropriate written/oral tests.

A range of assessment methods should be used to assess practical skills and knowledge.

Practical assessment must occur in an:

- appropriately simulated environment at the registered training organisation, and/or
- appropriate range of situations in the workplace.

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:	• by day or night • in a range of work environments
Customers may be:	• external • internal
Workplaces may comprise:	• large • medium • small worksites
Work may be conducted in:	• controlled or open environments • exposed conditions • limited or restricted spaces
Account may be taken of the following conditions in relation to operational safety (depending on the operational context of the terminal/wharf concerned):	• degree of visibility • obstacles • organisational and statutory operating requirements • other traffic • ship/vehicle/rail movements • site and nature of loads • stacking area • surface condition of work area • tidal movement • weather conditions
Hazards in the work area may include exposure to:	• chemicals • dangerous or hazardous substances • movements of equipment, goods and materials
Personnel in work area may include:	• contractors • site visitors • official representatives • workplace personnel
Personal protective equipment may include:	• gloves • high visibility clothing • protective clothing • safety glasses • safety headwear and footwear • two-way radios
Communication in the work area may include:	• electronic data transfer (EDI) • email • fax

- Workplace procedures may include:
- oral, aural or signed communications
 - phone
 - radio
 - radio frequency (RF) systems
 - company procedures
 - enterprise procedures
 - established procedures
 - organisational procedures
- Information/documents may include:
- Australian and international codes of practice and regulations relevant to organising and monitoring terminal/wharf operations
 - Australian and international regulations and codes of practice for handling and transporting dangerous goods and hazardous substances
 - award, enterprise bargaining agreement, other industrial arrangements
 - dangerous goods declarations and safety data sheets (SDS)/material safety data sheets (MSDS)
 - emergency procedures
 - goods identification numbers and codes
 - manifests, bar codes, and container identification/serial number
 - manufacturer specifications for equipment
 - operations manuals, job specifications and induction documentation
 - quality assurance procedures
 - relevant Australian Standards and certification requirements
 - supplier and/or client instructions
 - workplace procedures and policies
- Applicable regulations and legislation may include:
- 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
 - Australian and International Explosives Codes
 - export/import/quarantine/bond requirements
 - licence, patent or copyright arrangements

Terminal management systems or computerised management systems may include:

- marine orders
- relevant Australian standards and certification requirements
- relevant codes and regulations for terminal and wharf operations
- relevant state/territory WHS/OHS and environmental protection legislation
- water and road use and licence arrangements
- workers compensation regulations
- workplace relations regulations
- commercially available computer systems
- integrated computer systems
- internally developed computer systems
- Narvis Sparks
- SN4

Unit Sector(s)

Not applicable.

Competency Field

A - Handling Cargo/Stock