



Australian Government

Department of Education, Employment and Workplace Relations

TLIA4006A Organise and monitor terminal/wharf operations

Release: 1

TLIA4006A Organise and monitor terminal/wharf operations

Modification History

Not Applicable

Unit Descriptor

Unit Descriptor

This unit involves the skills and knowledge required to organise and monitor terminal/wharf operations in accordance with workplace requirements including organising equipment, machinery and personnel; 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

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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 to the organisation and monitoring of terminal/wharf operations as part of work activities in the stevedoring, transport, distribution and/or 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 Organise equipment, machinery and personnel	1.1 Equipment, machinery and personnel are organised to facilitate the safe and efficient loading and unloading of the ship 1.2 Liaison is maintained with supervisors to ensure the availability of adequate resources
2 Identify, assess and manage potential risks	2.1 Potential risks are identified and assessed and appropriate solutions are implemented in accordance with workplace procedures 2.2 Potential risks to safe and efficient operations are removed from the work area or other arrangements are made to ensure conditions for safe work 2.3 Supervisors are advised of potential risks and liaison is maintained until the risk has been removed
3 Monitor work performance and progress	3.1 Work performance and progress is monitored to ensure work is performed in accordance with established guidelines and procedures and that safe work practices are maintained 3.2 Methods and procedures of work are monitored and refined in consultation with supervisors and operational personnel 3.3 Work performance rates are monitored with delays minimised to ensure work program objectives are met 3.4 Work practices are monitored to ensure compliance with national standards and safety codes 3.5 Environmental conditions are monitored to ensure safe working conditions are maintained
4 Monitor status of pending work	4.1 The status of pending work is monitored, in order of priorities, taking into account the needs of the ship and the terminal/wharf

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 operation of terminals/wharves including the Australian and International Dangerous Goods Codes
- Relevant OH&S and environmental protection procedures and guidelines
- Workplace procedures and policies for the organisation and monitoring of terminal/wharf operations

REQUIRED KNOWLEDGE AND SKILLS

- Focus of operation of work systems, equipment, management and site operating systems for the organisation and monitoring of terminal/wharf operations
- Problems that may occur when organising and monitoring terminal/wharf operations and appropriate action that can be taken to resolve the problems
- Relevant handling and safety codes
- Site layout
- The marking and numbering systems for cargo
- Relevant bond, quarantine or other legislative requirements

Required skills:

- Communicate effectively with others when organising and monitoring terminal and wharf operations
- Read and interpret instructions, procedures, information and labels relevant to organising and monitoring terminal and wharf operations
- Complete documentation related to organising and monitoring terminal and wharf operations
- Receive, acknowledge and send messages with appropriate communications equipment
- Identify cargo, container and goods, coding, ADG / IMDG markings and where applicable emergency information panels
- Work collaboratively with others when organising and monitoring terminal and wharf operations
- 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 in accordance with regulatory requirements and workplace procedures
- Implement contingency plans for unplanned events
- Apply precautions and required action to minimise, control or eliminate hazards that may exist during work activities
- 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 organising and monitoring terminal and wharf operations
- Select and use required personal protective equipment conforming to industry and OH&S standards
- Estimate 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
 - 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
Account may be taken of the following conditions in relation to operational safety (depending on the operational context of the terminal/wharf concerned):	• organisational and statutory operating requirements • surface condition of the work area • stacking area • degree of visibility • weather conditions • other traffic • obstacles • site and nature of loads • ship/vehicle/rail movements • tidal movement
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:	• 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)

RANGE STATEMENT

Depending on the type of organisation concerned and the local terminology used, workplace procedures may include:	• RF systems • radio • 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 organisation and monitoring of terminal/wharf operations • 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 terminal and wharf operations • 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

RANGE STATEMENT

- export/import/quarantine/bond requirements
- marine orders
- relevant Australian standards and certification requirements
- 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