



Australian Government

Department of Education, Employment and Workplace Relations

TLIA4030A Organise cargo for export

Release: 1

TLIA4030A Organise cargo for export

Modification History

Not Applicable

Unit Descriptor

Unit Descriptor

This unit involves the skills and knowledge required to organise the export of cargo including confirming correct preparation of the consignment, organising the loading of the cargo and processing the documentation. Licensing, legislative, regulatory or certification requirements are applicable to this unit.

Application of the Unit

Application of the Unit

Work must be must be carried out in compliance with the relevant codes of practice and regulations for the export of cargo.

It is performed under general supervision, with some accountability and responsibility for self and others in achieving the prescribed outcomes.

Work involves the application of routine freight forwarding principles and procedures to organise cargo for export.

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 Confirm correct preparation of consignment

- 1.1 Consignment is checked to ensure that cargo is consistent with packing specification and is suitable for the type and method of transport
- 1.2 Consignment is checked to ensure that labelling and marking of cargo conforms with domestic and international regulations and workplace requirements and that the packaging of cargo conforms to regulatory requirements and is appropriate for the method of transport
- 1.3 Cargo is checked for dangerous goods or explosives and it is confirmed that, where applicable, packaging and labelling conform with the Australian and International Dangerous Goods or Explosives Codes
- 1.4 Discrepancies in the composition or preparation of the cargo are noted and action is undertaken in accordance with workplace procedures

2 Organise the loading of cargo

- 2.1 Handling methods and equipment are selected which are suitable for the goods and transport method
- 2.2 Goods transfer methods between modes of transport are selected where appropriate
- 2.3 Procedures for the loading of cargo are organised in accordance with good practice requirements
- 2.4 Established industry practice is followed in the organisation of the loading of cargo
- 2.5 Employees, equipment and temporary storage areas (if required) are allocated and supervised
- 2.6 Individuals are informed of work requirements, timelines and relevant personal protective equipment
- 2.7 Work processes are monitored to ensure that resources, both human and equipment, are maintained at productive levels and within OH&S requirements

3 Process documentation

- 3.1 All relevant documentation is consolidated and checked for completion
- 3.2 Dangerous goods declaration is obtained from consignor (if necessary)
- 3.3 Discrepancies in documentation are identified and action is undertaken in accordance with workplace procedures
- 3.4 Documents are filed/stored/forwarded in accordance with workplace procedures

Required Skills and Knowledge

REQUIRED KNOWLEDGE AND SKILLS

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

Required knowledge:

- Codes of practice and legislative requirements including local and international regulations relevant to the export of cargo
- Australian and international regulations and codes of practice for the handling and transport of dangerous goods and hazardous substances
- Relevant OH&S and environmental procedures and regulations
- Interpretation of client requirements
- Procedures for the identification and evaluation of information needed to organise the export of cargo
- Procedures for the calculation of weights, volumes and dimensions
- Procedures for the reviewing of transport options and availability of carriers
- Procedures for liaising with Australian and international contacts
- Procedures for batching, dating and numbering
- Procedures for the completion of consignment documentation
- Problems that may occur when organising the export of cargo and appropriate action that can be taken
- Contacts and sources of information/documentation needed when organising the export of cargo
- Customer service policies and procedures

Required skills:

- Communicate effectively with others when organising the export of cargo
- Read and interpret instructions, procedures, information, labels and other documents relevant to the organisation of the export of cargo
- Complete documentation related to the organisation of the export of cargo
- Work collaboratively with others when organising the export of cargo
- Adapt appropriately to cultural differences in the workplace, including modes of behaviour and interactions with others
- Promptly report and/or rectify any identified problems that may arise when organising the export of cargo in accordance with regulatory requirements and workplace procedures
- Implement contingency plans for unplanned events that may arise when organising the export of cargo
- Monitor work activities in terms of planned schedule
- Modify activities depending on differing operational contingencies, risk situations and

Required skills:

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 cargo and systems in accordance with standard operating procedures
- Select and use relevant communications equipment when organising the export of cargo

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

EVIDENCE GUIDE

- 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.

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|---|---|
| Organisation of the cargo for export may include: | <ul style="list-style-type: none">• movement of equipment, goods, materials and vehicular traffic |
| Customers may be: | <ul style="list-style-type: none">• internal or external |
| Operations may be conducted: | <ul style="list-style-type: none">• by day or night |
| Cargo to be exported may include: | <ul style="list-style-type: none">• dangerous, hazardous, perishable, fragile, packaged goods or in liquid or solid form |
| Forms of documentation for the export of cargo may include: | <ul style="list-style-type: none">• packing specifications and lists• manifests• invoices |
| Transport modes may include: | <ul style="list-style-type: none">• air, sea or combinations |
| Requirements for work may include: | <ul style="list-style-type: none">• site restrictions and procedures• use of safety and personal protective equipment• communications equipment• specialised lifting and/or handling equipment• incident/accident breakdown procedures• authorities and permits• hours of operations• noise restrictions• additional gear and equipment |
| Hazards may include: | <ul style="list-style-type: none">• hazardous or dangerous materials• contamination of, or from, materials being handled• noise, light, energy sources• stationary and moving machinery, parts or components |

RANGE STATEMENT

Hazard management is consistent with:	• dust/vapours • spills, leakages, ruptures • service lines • the principle of hierarchy of control with elimination, substitution, isolation and engineering control measures being selected before safe working practices and personal protective equipment
Established industry practice when planning procedures for the loading of cargo includes:	• available space is used efficiently • goods are packed for ease of inspection and to meet delivery and customer requirements • goods are secured ensuring no damage to contents • weight and volume of consolidated cargo conforms to specifications • dangerous goods are labelled in accordance with Australian and International Dangerous Goods Codes • dangerous goods are packaged and labelled in accordance with their class and subsidiary risk
Consultative processes may involve:	• other employees and supervisors • suppliers, potential customers and clients • relevant authorities and institutions • management and union representatives • industrial relations and OH&S specialists • other maintenance, professional or technical staff
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/documentation may include:	• Australian and international codes of practice and regulations relevant to export 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 procedures and induction documentation • Safe Working Limits (SWL) and Working Load Limits (WLL) of transport options • workplace operating procedures and policies • supplier and/or client instructions • Australian and international standards, criteria and certification requirements • communications technology equipment, oral, aural or

RANGE STATEMENT

Applicable procedures and codes may include:

- signed communications
- quality assurance procedures
- emergency procedures
- relevant competency standards and training materials
- relevant codes and regulations for the export of 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
- relevant international and Australian state/territory road rules and transport regulations
- relevant Australian and international standards and certification requirements
- international transport regulations, codes and procedures
- relevant state/territory OH&S legislation
- relevant state/territory environmental protection legislation

Unit Sector(s)

Not Applicable

Competency Field

Competency Field A - Handling Cargo/Stock