



Australian Government

Department of Education, Employment and Workplace Relations

TLIE4025A Prepare and process transport documentation for dangerous goods

Release: 1

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Modification History

Not applicable.

Unit Descriptor

This unit involves the skills and knowledge required to prepare and process transport documentation relating to dangerous goods.

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

Application of the Unit

This unit applies to those working in the heavy recovery industry. It does not include salvage operations.

Licensing/Regulatory Information

Refer to Unit Descriptor.

Pre-Requisites

Not applicable.

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

ELEMENT

PERFORMANCE CRITERIA

1 Prepare regulatory documentation for dangerous goods

- 1.1 Reasons and requirements for reporting and recording are identified
- 1.2 Statutory documentation for dangerous goods is used in accordance with regulatory and organisational procedures
- 1.3 Information is collected and checked with a range of personnel to confirm its accuracy, relevance and status
- 1.4 Need for additional information is established
- 1.5 Conclusions drawn and actions taken are checked to ensure that they match the information available
- 1.6 Information is recorded and reported in the required format, style, structure and timeframe
- 1.7 Documentation is checked to ensure its compliance with regulatory requirements

2 Complete despatch and receipt documentation for dangerous goods

- 2.1 Order request information is analysed to identify work requirements to fill order
- 2.2 Products are noted and site locations are identified
- 2.3 Required schedules for order movement are identified
- 2.4 Documentation is completed in accordance with organisational procedures and regulatory requirements
- 2.5 Order is checked against schedule and order form
- 2.6 Records are completed and appropriate documentation is attached in accordance with organisational procedures and regulatory requirements

3 Complete organisational forms for dangerous goods

- 3.1 Correct form for the purpose is identified
- 3.2 Information for completion of the form is collected
- 3.3 Relevant sections of the form are completed
- 3.4 Other sections of the form to be completed by relevant persons are organised
- 3.5 Supporting documentation or information is gathered
- 3.6 Signatory requirements are determined and completed

4 Process documentation

- 4.1 Documentation is submitted to relevant persons
- 4.2 Documentation is adjusted, in response to feedback and comments received
- 4.3 Documentation is copied and stored in accordance with regulatory and organisational procedures

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required knowledge:

- Workplace procedures pertaining to preparing and processing dangerous goods documentation
- Appropriate regulatory requirements pertaining to preparing and processing dangerous goods documentation
- Relevant sources of information when preparing and processing dangerous goods documentation
- Relevant procedures and duty of care requirements relating to preparing and processing dangerous goods documentation
- Relevant OH&S responsibilities relating to preparing and processing dangerous goods documentation
- Workplace requirements relating to format, style, structure and timeframe
- Protocols and procedures for preparing and processing dangerous goods documentation
- Typical problems in processing workplace documentation, and appropriate action and solutions

Required skills:

- Communicate effectively with others when completing and processing dangerous goods documentation
- Read, interpret and organise information needed for the completion and processing of dangerous goods documentation
- Interpret and follow operational instructions and prioritise work in processing dangerous goods documentation
- Complete dangerous goods documentation accurately
- Write and/or enter information into computer-based documentation systems
- Work collaboratively with others when preparing and processing workplace documentation
- Operate and adapt to differences in technology in accordance with standard operating procedures
- Promptly report and rectify within limits of own role identified problems that may arise when preparing and processing dangerous goods documentation in accordance with regulatory requirements and workplace procedures

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment section in Section B of the accreditation submission.

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

- Assessors should ensure that candidates can demonstrate the knowledge and skills to:
 - accurately prepare current dangerous goods documentation
 - identify the regulatory requirements for completing dangerous goods documentation
 - process dangerous goods documentation according to workplace procedures

Context of and specific resources for assessment

- Assessment must ensure access to:
 - relevant and appropriate materials and equipment to meet the performance criteria
 - applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals pertaining to dangerous goods documentation
 - current industry-standard dangerous goods documentation

Method of assessment

- Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended
- In all cases where practical assessment is used it will be combined with targeted questioning to assess required knowledge
- Assessment processes and techniques must be appropriate to the language and literacy capacity of the candidate and the work being performed

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. Bold italicised wording in the Performance Criteria is detailed below. Add any essential operating conditions that may be present with training and assessment depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts.

Processing workplace documentation will be that involved in routine work functions and may occur by day or night and in a variety of work contexts, including:

- in a vehicle on the road
- at a client's workplace
- in a workplace, refinery or depot
- in confined spaces, exposed conditions and controlled or open environments

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

- company procedures
- enterprise procedures
- organisational procedures
- established procedures
- regulatory requirements

Documentation and records include:

- transport regulations as they apply to the enterprise, including local authority regulations and procedures
- workplace policies and procedures
- relevant Australian standards and certification requirements
- relevant internal data entry books, including log books, data sheets and load sheets
- transport emergency response plan (TERP)

Applicable legislative procedures and codes include:

- Australian code for the transport of dangerous goods by road or rail: the current Australian Dangerous Goods (ADG) Code
- relevant state and territory:
 - roads and traffic authority driving regulations and licence or permit requirements pertaining to operating heavy vehicles on unsealed roads
 - road rules
 - OH&S legislation
 - fatigue management regulations
 - environmental protection legislation and regulations

Unit Sector(s)

Not applicable.

Competency Field

E – Communication and Calculation