



Australian Government

TLIE0014 Prepare and process transport documentation for dangerous goods

Change log

Section Comment (major change)

Title No change

Application No change

Pre-requisite Unit No change

Elements and Performance Criteria
Elements 3 and 4 merged
Performance criteria rewritten in active voice
Performance criteria reviewed and minor amendments with no change to unit outcomes

Foundation Skills
Foundation skills information about unit has been added to a new TLI Foundation Skills Companion Volume

Australian Core Skills Framework	Learning	Reading	Writing	Oral Comm	Numeracy
	3	3	3	2	3
Digital Skills (DigComp 3.0)					
Basic: CS5.1.03: Identify common technical issues and follow instructions to help to solve them.					
Int: CS3.2.07: Modify or transform digital textual, numeric or visual representations to effectively and accurately convey the meaning of data and information.					

Range of Conditions
Removed. No longer a mandatory field

Performance Evidence
Performance Evidence reviewed and amended with no change to unit outcomes

Knowledge Evidence
Knowledge Evidence reviewed and amended with no change to unit outcomes

Assessment Conditions
Minor amendments to wording made

If no major change in any section
Text clarified without changing requirements

TLIE0014 Prepare and process transport documentation for dangerous goods

Modification History

Release	Comments
1	This unit of competency was first released in TLI Transport and Logistics Training Package Release 17.0.

Application

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

It includes preparing regulatory documentation for dangerous goods; completing despatch, receipt and workplace forms for dangerous goods; and processing documentation.

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

Licensing/Regulatory Information

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite unit(s)

Not applicable.

Competency field(s)

E - Communication and Calculation

Unit sector(s)

Transport and Logistics

Elements and Performance Criteria

Elements	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

1	Prepare regulatory documentation for dangerous goods	1.1	Identify reasons and requirements for dangerous goods reporting and documentation
		1.2	Use Statutory documentation for dangerous goods in accordance with workplace procedures and regulatory requirements
		1.3	Collect required information, check with relevant personnel to confirm its accuracy, relevance, status and need for additional information
		1.4	Record and report information in required format, style, structure and timeframe, and check to ensure it is in accordance with regulatory requirements
2	Complete despatch and receipt documentation for dangerous goods	2.1	Analyse order information to identify products, site locations, and schedules for order movement required to fill order
		2.2	Complete documentation and check against schedule and order form in accordance with workplace procedures and regulatory requirements
		2.3	Complete despatch/receipt documentation and recordkeeping in accordance with workplace procedures and regulatory requirements
3	Complete and process documentation for dangerous goods	3.1	Identify and obtain correct dangerous goods documentation for purpose, gather required information and complete documentation in accordance with applicable requirements
		3.2	Organise completion by others of all document sections as required and obtain and attach any required supporting documentation
		3.3	Determine and complete signatory requirements
		3.4	Submit documentation to relevant person/s and adjust if required
		3.5	Complete record keeping processes in accordance with workplace procedures and regulatory requirements

Foundation skills

Foundation Skills essential to successful completion of this unit are mapped to the Australian Core Skills Framework (ACSF) and the European Digital Competence Framework (DigComp 3.0). Further information is available in the TLI Training Package Foundation Skills Companion Volume.

Range of conditions

Not Applicable.

DRAFT

Assessment Requirements for TLIE0014 Prepare and process transport documentation for dangerous goods

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria and include:

- Preparing and processing dangerous goods transport documentation in accordance with workplace procedures and regulatory requirements including:
 - identifying regulatory requirements for completing dangerous goods documentation
 - preparing dangerous goods documentation
 - checking accuracy of documentation with relevant personnel
 - completing and processing dangerous goods documentation
 - completing record keeping processes

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria and include knowledge of:

- applicable legislative requirements, codes, transport regulations as they apply to the enterprise, including local authority regulations and procedures
- workplace procedures, protocols, safety and duty of care requirements for preparing and processing dangerous goods documentation
- workplace requirements relating to documentation format, style, structure, timeframes and signatories
- typical problems in processing workplace documentation, and appropriate actions and solutions
- relevant sources of information for preparing and processing dangerous goods documentation
- relevant internal data entry books, including logbooks, data sheets, load sheets and Transport Emergency Response Plan (TERP)

Assessment Conditions

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation, including DG documentation templates, legislation, regulations, TERP, current ADG Code, codes of practice, workplace procedures and operation manuals.

Mandatory Workplace Requirements

Assessment of performance evidence may be in a workplace setting or an environment that accurately represents a real workplace.

Unit Mapping Information

Previous Code and Title	Equivalence	Comments
TLIE4025 Prepare and process transport documentation for dangerous goods	Equivalent	

Links

Companion volumes, including implementation guides, are found on the national training register - <https://training.gov.au/training/details/TLI>.