

# Chain of Responsibility Level 1

## Workplace Evidence Guide

### National Unit of Competency:

TLIF0001 - Apply chain of responsibility legislation, regulations and workplace procedures

### Purpose of this document:

To meet the performance evidence of this unit (as stated above), applicants must provide evidence that they have complied with CoR obligations on three (3) separate occasions.

This document provides a list of suggested documents that may be suitable as workplace evidence.

This list is not comprehensive but rather serves a guide and other evidence may be submitted provided it meets the criteria below.

### Evidence Criteria

Workplace evidence submitted must clearly identify the applicant's compliance to CoR obligations. In this respect any evidence submitted to ASTRA:

- must relate to CoR activities
- must identify the applicant's name as being associated with that activity
- must relate to your CoR role (e.g. scheduler, loader, packer, driver, consigner/consignee etc.)
- must include dates and any names of supervisors if relevant.
- must be dated within the last 12 months (to comply with VET legislation currency requirements)

### Suggested forms of evidence (must meet the criteria above)

- Toolbox or pre-shift meetings
- Hazard reports / Risk assessments
- Pre-start inspection (on heavy vehicles or loading equipment)
- Vehicle inspection reports
- Training documents including (but not limited to) training in Company policies and procedures relating to CoR (e.g. driver fatigue, load restraint, vehicle maintenance)
- Driver records (e.g. logbook entries, schedules, journey management plans, fatigue assessment reports)
- Schedules
- Weighbridge / weight compliance documents
- Load reports (that identify)
  - Load specifications and descriptions
  - Vehicle mass/dimension specification
  - Loading times (e.g. in and out)
  - Delay reports
- Packing reports
- CoR breach reports
- Consignment documents (consigning and receiving)
- Emails providing or receiving instructions relating to CoR
- Letter from managers advising compliance to specific CoR obligations
- Third Party Report (provided by ASTRA)

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