

CoR Level 2

TLIF0002 Administer chain of responsibility policies and procedures

List of suggested documents identifying compliance to Chain of Responsibility (CoR) obligations.

Instructions:

The evidence as listed below under the headings **Part A)** and **Part B)** is a requirement under the Nationally Recognised Unit of Competency Standards for the unit:

- **TLIF0002 Administer chain of responsibility policies and procedures**

Part A) – Frontline duties relating to your own CoR role

You must provide three (3) documents relating to your work duties that clearly identify your compliance to CoR obligations.

Part B) – Your role as a supervisor or administrator of CoR policies and procedures

You must provide evidence that clearly identifies your supervisory/administrative activities.

The evidence you provide must demonstrate supervisory activities or administration of CoR policies or procedures over a four (4) week period. This does not necessarily mean you must provide four (4) documents.

If you have other types of documents that you believe are suitable then you can provide those as well. The documents below are suggested items but there may be many other types of documents that you could use to provide evidence of fulfilling your CoR obligations. If you provide documents other than those listed below, an ASTRA trainer will review the suitability of those documents and contact you if there are concerns.

Once you have gathered and scanned your documents, please email them to elearning@astragroup.com.au

Evidence Criteria:

- All documents must include your name, date and signature.
- All documents must be dated within the past 12 months (to meet VET regulatory currency requirements)
- Part B) documents must clearly identify you as the supervisor or administrator.
- If documents relate to meetings (e.g. training sessions, pre-start meetings toolbox meetings), the document must clearly identify you as the facilitator of that session.
- All scanned or photographed documents must be clear and legible.
- Rename the files as follows: TLIF0002_your-name_doc-type
e.g. TLIF0002_John-Citizen_Roster.pdf

Questions or Enquiries

If you require clarification or have any questions, please contact the Astra team on (07) 3205 0660 or send an email to elearning@astragroup.com.au

Please Note!

All documents must clearly relate to CoR

Documents that have no relevance to CoR will be not be accepted.
Your name must be clearly identified on or linked to the evidence you provide.

Part A) Frontline duties relating to your own CoR role

Instructions:

You must provide three (3) documents relating to your work duties that clearly identify your compliance to CoR obligations.

The documents below are just suggestions but there may be many other types of documents that you could use.

Suggested forms of evidence

- Toolbox or pre-shift meetings
- Hazard reports / Risk assessments
- Pre-start inspection (on heavy vehicles or loading equipment)
- 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 receiving instructions relating to CoR
- Letter from managers advising compliance to specific CoR obligations
- Third Party Report (provided by ASTRA)

Part B) Your role as a supervisor or administrator of CoR policies and procedures

Instructions:

You must provide evidence that clearly identifies your supervisory/administrative activities.

The evidence you provide must demonstrate supervisory activities or administration of CoR policies or procedures over a four (4) week period. This does not necessarily mean you must provide four (4) documents. The following is a list of suggested documents; however, you may provide others that meet the skills criteria of this unit.

Suggested forms of evidence

- Emails to staff providing instructions/directives explicitly relating to CoR
- Training session records (training of staff relating to CoR)
- Development of policies, procedures, codes of conduct (or other compliance documents relating to CoR obligations)
- Review records of policies, procedures, codes of conduct etc.
- Roster development
- Schedules (identifying you as the scheduler)
- Pre-shift meetings / Toolbox meetings (identifying you as the facilitator)
- Evidence of providing instructions to others (e.g. emails, work documents)
- Permits (must identify you as the issuer or Responsible Person)
- Risk Assessments (identifying you as the facilitator)
- Safety notices you have issued to others
- Weighbridge approvals
- Fleet / equipment approvals
- Incident or breach investigations

End of document.