

## Unit PSSPO101-1 Check mark and record cargo(SQA Unit Code-H77E 04)

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### Performance Criteria

#### You must be able to

#### Check, mark and record cargo

1. identify the type, condition and quantity of cargo
2. confirm that relevant documentation is complete and accurate, and is in line with the labelling of the cargo
3. identify and mark cargo legibly, using marking materials and methods suited to the cargo type, condition and quantity
4. report and record any observed or reported missing items or damage to cargo and deal with any damage or problems with the cargo and any discrepancies with the documentation, reporting any difficulties which are outside your level of responsibility to the responsible person
5. identify any cargo in a hazardous condition, and implement relevant health and safety procedures, recording the incident in accordance with standard operating procedures
6. obtain all relevant all relevant information regarding the movement of cargo, maintaining confidentiality where required
7. keep information secure
8. maintain accurate, up to date and legible records of all information relevant to the operation being undertaken
9. fulfil customers' requirements covering the maintenance or records regarding the movement and storage of their cargo
10. address any difficulties in recording and retrieving information

### Knowledge and understanding

#### You need to know and understand

1. the legal responsibilities for maintaining own and others' health and safety in the workplace
2. the requirements placed upon the individual and the organisation by current legislation, **relevant to cargo handling** in own area of operations
3. current industry guidance **relevant to cargo handling** in own area of operations
4. own organisation's policies, procedures and working practices relevant to cargo handling
5. the operating procedures, capabilities (including manoeuvring characteristics) and limitations of the types of equipment within own are of operations
6. why it is important to report any faults defects prior to commencing operations
7. the organisational procedures for reporting and documenting equipment faults, tests and checks
8. the implications of operating equipment that is unsafe or that has been serviced poorly

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9. the importance of checking and marking cargo, and the implications of doing this incorrectly
10. the principal characteristics of the main types of cargo, and the associated **hazards**
11. the classes of dangerous goods under and the relevant markings current regulations/code(s)
12. the procedures for dealing with cargo received incomplete or damaged
13. how to interpret coding systems relating to cargo, and how to interpret information found on cargo labels and documentation, as applicable to own organisation

### Scope

**Requirements relevant to cargo handling should include:** dry and liquid bulk, cargo transport unit, roll-on/roll-off

### Glossary

**Hazard:** something with potential to cause harm

**Risk:** a risk is the likelihood of the hazard's potential being realised