

Specification of Competency Standards
for the Logistics Industry
Unit of Competency

Functional Area - Cargo Transport and Handling

Title	Verify records and documents
Code	LOCUCT305B
Range	This unit of competency is applicable to logistics service providers. Practitioners should be capable of verifying records and documents according to relevant standards, codes, and workplace and documentation requirements (e.g. customs regulations and requirements) for logistics related industries.
Level	3
Credit	3 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Possess the knowledge of documentation</p> <ul style="list-style-type: none"> • Understand international freight transport • Know about the relevant regulatory requirement on records and documents • Know about the proper disposal of obsolete records and documents • Know about the options of records like e-filing, films.... • Understand the relevant regulatory requirement of submission deadline of records and documents • Know about documentation processes <p>2. Check documentation</p> <ul style="list-style-type: none"> • Ensure documentation comply with workplace and regulatory requirements (e.g. customs requirements) • Check and verify documentation regularly and co-ordinate with relevant personnel to complete documentation on or before deadlines • Establish record for all events/activities • Maintain records with relevant systems <p>3. Analyse and verify records</p> <ul style="list-style-type: none"> • Regularly analyse records to identify unexpected deviations from plans • Advise relevant personnel the identified problems or potential problems • Consistently maintain records security
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> • Capable of checking documentation; and • Capable of analysing and evaluating records
Remark	