

Specification of Competency Standards
for the Logistics Industry
Unit of Competency

Functional Area - Import/Export Documentation

Title	Verify required proofs and documents according to freight requirements
Code	LOCUIE202B
Range	This unit of competency is applicable to seafreight, airfreight and logistics companies. Practitioners should be capable of verifying the required proofs and documents according to freight requirements.
Level	2
Credit	6 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Possess basic knowledge of verifying documents</p> <ul style="list-style-type: none"> • Understand the required types of documents • Understand the factors affecting the required types of documents, such as the country of destination, places of transshipment and types of cargoes • Understand the provider of documents and the source of the information • Understand the types of documents submitted by shippers • Understand the importance of providing accurate information • Understand the responsibility of the document -issuing officer • Understand the company's policy and procedure on the requirement of documents and verification requirement <p>2. Verification of proofs and documents</p> <ul style="list-style-type: none"> • Check whether the proofs and documents are sufficient • Identify the source of the information provided in the proofs and documents, such as shipping orders and purchase orders • Verify the consistency or compatibility of the information provided in the proofs and documents • Check whether the identity of the issuers of the proofs and documents is correct • Check whether the proofs and documents are signed, endorsed or confirmed by the shipper • Take note of special terms and instructions, such as the settlement of freight charges • Check whether the required types and quantity of documents are sufficient if a letter of credit is involved • Check whether the information provided in the freight documents meet the requirements of the letter of credit • Check whether the deadline stated in the document would have an impact on financial arrangements <p>3. Report and review</p> <ul style="list-style-type: none"> • Understand the filing system of documents as per company's policy and legal requirement • Understand the reporting channel for irregularity and non-compliance of responsible parties such as shippers, coleader, etc. • Review external parties on their compliance situation regularly and report the change of requirement to the company
Assessment Criteria	<p>The integrated outcome requirement of this unit of competency is:</p> <ul style="list-style-type: none"> • Capable of conducting documents preparation correctly according to the procedures of related commodity including DG, prohibited and dutiable commodities; and

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	<ul style="list-style-type: none">• Capable to rectifying correctness of documents during the processes and taking effective corrective action, and notify the related personnel while handling document of related commodity including DG, prohibited and dutiable commodities
Remark	This UoC is adapted from the Logistics UoCs LOCUIE202A and LOCIE208A