

**Specification of Competency Standards**  
**for the Logistics Industry**  
**Unit of Competency**

Functional Area - Import/Export Documentation

Title	Handle customs clearance procedures
Code	LOCUIE205B
Range	This unit of competency is applicable to logistics service providers and freight forwarders etc. Practitioners should be capable of handling matters related to customs clearance according to the procedures and requirements of relevant government departments (e.g., Import and Export Ordinance Cap. 60 and its subsidiary regulations).
Level	2
Credit	6 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Possess basic knowledge of customs clearance</p> <ul style="list-style-type: none"> <li>• Understand the general requirement and updated information of customs clearance for different types of cargo like general cargo, dutiable commodities, strategic commodities, etc</li> <li>• Understand the purposes of customs clearance, and cargo inspection, and the duties of relevant officers</li> <li>• Understand the handling procedures for the transportation of maritime goods</li> <li>• Understand the inspection methods used by the customs authority</li> <li>• Understand the levy and supervision fee on imported, exported or re-exported goods</li> <li>• Understand the handling of damages arising from cargo inspection</li> <li>• Understand the clearance procedures for special goods, such as temporary imports</li> <li>• Understand how to access the updated information, codes, tariff, procedures and requirement from the Hong Kong Customs and Excise Department</li> <li>• Understand the time requirement and deadline of different transaction</li> <li>• Understand the storage requirement of license/permit, etc to ensure cargo can be stored with proper setup</li> <li>• Capable of book inspection service for seized maritime goods via the internet</li> <li>• Understand the rights and obligations of the customs authority, shipper or carrier, know about the inspection locations and procedures of the customs authority</li> <li>• Understand the clearance procedures for dutiable items and prohibited articles</li> <li>• Understand new developed system like ROCARS, Trade Single Window</li> </ul> <p>2. Handle customs clearance procedures</p> <ul style="list-style-type: none"> <li>• Prepare documents required for customs clearance</li> <li>• Register online account and system access program</li> <li>• Make online bookings, changes, cancellations and enquiries</li> <li>• Notify cargo owners and their agents to send staff to supervise cargo inspection</li> <li>• Obtain and verify proper documents from customers as per Customs' request</li> <li>• Submit the requested documents as per system required</li> <li>• Instruct staff to move, unwrap or repack the cargoes on behalf of the cargo shipper</li> <li>• Monitor the cargo inspection work done by the customs authority</li> <li>• Keep a record in the report in case of damage to cargoes</li> <li>• Obtain a release certificate customer release after customs clearance</li> <li>• Record the matters related to cargo inspection and customs clearance</li> <li>• Apply new technologies and systems from different perspectives to enhance the efficiency of workflow (e.g.: Trade Single Window)</li> </ul>
Assessment Criteria	The integrated outcome requirement of this unit of competency is:

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	<ul style="list-style-type: none"><li>• Capable of handling customer clearance procedure according to the procedure and requirement of government departments</li></ul>
Remark	This UoC is adapted from the Logistics UoCs LOCUIE205A and LOCUIE212A