

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

Functional Area - Import/Export Documentation

Title	Prepare transport documents
Code	LOCUIE207B
Range	This unit of competency is applicable to logistics service providers. Practitioners should be capable of compiling relevant transport documents for customers so as to facilitate logistics and trading activities.
Level	2
Credit	6 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Possess basic knowledge of shipping and transport documents</p> <ul style="list-style-type: none"> <li>• Understand the types and use of transport documents</li> <li>• Understand the processes of cargo transport and trading</li> <li>• Understand the time and process required for handling transport documents</li> <li>• Understand the legal provisions of transport documents and their implications</li> <li>• Understand the information and source required for compiling transport documents</li> <li>• Understand the guidelines for filling in or inputting information</li> <li>• Understand the technical terms and abbreviations used in the fields of cargo transport, trading, finance and sea freight</li> <li>• Understand the guidelines for filling in or inputting information</li> <li>• Understand the use of appropriate format, wording and units for filling in cargo information</li> <li>• Understand the companies, government departments or organisations which issue or approve transport documents</li> </ul> <p>2. Preparation of shipping and transport documents</p> <ul style="list-style-type: none"> <li>• Handle relevant transport documents, including: <ul style="list-style-type: none"> <li>○ Prepare the information of the cargoes from shippers</li> <li>○ Contact relevant persons for obtaining supplementary information</li> <li>○ Filling in documents or use computer to input required information</li> <li>○ Make use of computer software or databases on an internet platform to obtain information</li> <li>○ Verify the information</li> <li>○ Submit to the issuing officer for signature so as to release or confirm the release of such documents</li> <li>○ Send the documents to the receiver</li> </ul> </li> </ul> <p>3. Report and review</p> <ul style="list-style-type: none"> <li>• Keep proper filing as per company policy</li> </ul>
Assessment Criteria	<p>The integrated outcome requirement of this unit of competency is:</p> <ul style="list-style-type: none"> <li>• Capable of preparing relevant transport documents properly according to delivery orders.</li> </ul>
Remark	This UoC is adapted from the Logistics UoC LOSGIE201A