

Specification of Competency Standards
for the Logistics Industry
Unit of Competency

Functional Area - Import/Export Documentation

Title	Compose preliminary survey reports in Chinese/English based on common templates
Code	LOCUIE208B
Range	This unit of competency is applicable to all practitioners conducting surveying activities independently. Practitioners should be capable to compose preliminary survey reports in Chinese/English based on common templates and terminologies for internal reference or follow-up actions.
Level	2
Credit	6 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Understand the basic workflow of surveying activities and composing reports</p> <ul style="list-style-type: none"> • Master the basic workflow of surveying activities: <ul style="list-style-type: none"> ○ Collect related documents ○ Conduct surveying activities outside the office ○ Compose surveying reports <p>2. Understand common data collection methods when working outside the office</p> <ul style="list-style-type: none"> • Master how to record the situation of goods that are being surveyed <ul style="list-style-type: none"> ○ Examine if the goods are damaged, or the bulk cargoes/liquid cargoes are lost ○ Record the situation by words and collect the information by taking photographs ○ Recommend suggestions for remediation on the spot <p>3. Compose preliminary survey reports in Chinese/ English independently</p> <ul style="list-style-type: none"> • Capable to report the observations precisely through words or/and images, and compose preliminary survey reports based on common templates and terminologies.
Assessment Criteria	<p>The integrated outcome requirement of this unit of competency is :</p> <ul style="list-style-type: none"> • Capable to compose preliminary survey reports in Chinese/English based on common templates and terminologies.
Remark	