

Specification of Competency Standards
for the Logistics Industry
Unit of Competency

Functional Area - Import/Export Documentation

Title	Compose survey reports independently in Chinese/English
Code	LOCUIE306B
Range	This unit of competency is applicable to all practitioners who have to survey independently. Practitioners should be capable to compose survey reports independently in Chinese/English.
Level	3
Credit	6 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Master the knowledge of composing survey reports</p> <ul style="list-style-type: none"> • Understand types of services in the field of surveying • Understand the clients in surveying • Master the workflow of surveying activities and composing reports • Understand the common methods in collecting data for cargoes, for example, written records, photographs and videos, etc. <p>2. Compose survey reports independently in Chinese/ English</p> <ul style="list-style-type: none"> • Compose survey reports following a correct format and terminologies • Describe accurately the date, time, venue, onsite observations, condition of cargoes (damaged or lost), and whether actions had been taken to minimise the damage or loss • Check the survey reports to be sent to clients, related departments, staff and parties
Assessment Criteria	<p>The integrated outcome requirement of this unit of competency is :</p> <ul style="list-style-type: none"> • Capable to compose survey reports independently in Chinese/English
Remark	