

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

Functional Area - Cargo Safety and Security

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| Title      | Conduct safety audits  |
| Code       | LOCUSS502B   |
| Range      | This unit of competency is applicable to logistics service providers. Practitioners should be capable of conducting safety audits according to relevant DG Code, safety requirements, and relevant regulatory requirements in relation the safety audits (e.g., DG Ordinance Cap. 295 and subsidiary regulations)  |
| Level      | 5  |
| Credit     | 3 (For Reference Only)   |
| Competency | <p>Performance Requirements</p> <p>1. Knowledge of safety audits</p> <ul style="list-style-type: none"> <li>• Know about the principles of safe management</li> <li>• Know about the principles of safety audits</li> <li>• Know about the special precautions and procedures, and nature of risk for handling dangerous/explosive goods</li> <li>• Know about the current DG Code, safety requirements, and relevant regulatory requirements in relation the safety audits (e.g., DG Ordinance Cap. 295 and subsidiary regulations)</li> <li>• Understand the operations and workflows of logistics and related industries</li> <li>• Understand the company policy and procedures</li> </ul> <p>2. Prepare for safety audit</p> <ul style="list-style-type: none"> <li>• Identify relevant legislation, authority and requirements pertinent to the business operations and logistics facilities</li> <li>• Identify the required logistics facilities and practices to be audited, and establish implications of non-conformance</li> <li>• Understand the technical requirements for audits, and identify the appropriate support personnel</li> <li>• Investigate the work schedules, and identify appropriate audit schedule</li> </ul> <p>3. Schedule the safety audit</p> <ul style="list-style-type: none"> <li>• Plan the audit timings so that relevant procedures are conducted within the agreed timeframes</li> <li>• Adjust duration of the audit to minimise disruption to the workplace without jeopardising the safety standards</li> <li>• Contact appropriate personnel to make appointments to conduct the audit</li> </ul> <p>4. Conduct safety audit</p> <ul style="list-style-type: none"> <li>• Confirm assessment methods for safety audit and operating procedures with affected personnel</li> <li>• Conduct observations and interviews with required approved respondents</li> <li>• Complete the reports of observations and interview</li> </ul> <p>5. Report safety audit results and provide recommendations</p> <ul style="list-style-type: none"> <li>• Compare the results of the audit process to workplace procedures</li> <li>• Discuss the audit results with relevant personnel</li> </ul> |

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|                     | <ul style="list-style-type: none"><li>• Report any non-compliance, and provide options and recommendations for safety system improvements</li></ul>  |
| Assessment Criteria | The integrated outcome requirements of this unit of competency are: <ul style="list-style-type: none"><li>• Capable of preparing for safety audit; and</li><li>• Capable of conducting safety audit and reporting on the results</li></ul> |
| Remark              |  |