

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

Functional Area - Cargo Transport and Handling

Title	Organise receipt/release/export of special cargo
Code	LOSACT307B
Range	This unit of competency is applicable to logistics service providers. Practitioners should be capable of executing special cargo receiving, releasing and exportation according to the relevant regulations and workplace requirements.
Level	3
Credit	6 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Possess the knowledge of cargo receipt and release, and freight forwarding principles and special cargo specification</p> <ul style="list-style-type: none"> <li>• Understand the operation procedure of cargo receiving, releasing and exportation in according to the relevant regulatory requirement</li> <li>• Understand the characteristics of special cargo and handling requirement</li> <li>• Understand operation procedure and requirement of freight forwarding</li> <li>• Understand company policy and procedures on handling special cargo transaction</li> <li>• Understand workplace requirements and set up</li> </ul> <p>2. Plan and organise cargo receiving and releasing</p> <ul style="list-style-type: none"> <li>• Apply related knowledge to the analysis of stocks inventory</li> <li>• Receive customers' instruction on upcoming cargo transaction</li> <li>• Plan relevant resources and equipment in relation to the cargo and stock characteristics</li> <li>• Perform receiving or releasing of cargo from/to the assigned party by the customers</li> <li>• Perform transportation to collect/deliver cargo as per customers' instruction</li> <li>• Report irregularity to the customers and the company for further handling instruction</li> <li>• Update WMS or any specific system as per customers' and company's procedure</li> </ul> <p>3. Plan and organise special cargo export</p> <ul style="list-style-type: none"> <li>• Plan the most suitable type and method of transport as per customers' requirement</li> <li>• Prepare labelling and marking of cargo conforms with domestic and international regulations and workplace requirements and that the packaging of cargo conforms to regulatory requirements and is suitable for the method of transport</li> <li>• Check for any specific documents like license/permit and equipment to handle exportation</li> <li>• Note discrepancies in the composition or preparation of the cargo and undertake action</li> <li>• Prepare export documentation like shipping order, commercial documents</li> </ul> <p>4. Performance Review</p> <ul style="list-style-type: none"> <li>• Review the performance of tasks completion against the key performance indicator</li> <li>• Evaluate the situation and propose corrective action</li> <li>• Compile report to the customers and the company for progress improvement</li> <li>• Meeting with relevant parties to ensure the compliance of customers requirement and KPI</li> </ul>
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> <li>• Capable of planning and organising receiving and releasing of special cargo;</li> <li>• Capable of co-ordinating the preparation of consignment for international export; and</li> </ul>

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	<ul style="list-style-type: none"><li>• Capable of preparing export documents, inspection permit/licenses for exportation of special cargo</li></ul>
Remark	