

Specification of Competency Standards
for the Logistics Industry
Unit of Competency

Functional Area - Cargo Transport and Handling

Title	Formulate operation regulations for special cargo
Code	LOSACT506B
Range	This unit of competency is applicable to logistics service providers. Practitioners should be capable of implementing operation regulations for special cargo handling including loading and unloading operations, receiving, dispatching, storage, international transportation and other operation.
Level	5
Credit	6 (For Reference Only)
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> 1. Possess the knowledge of relevant regulations covering operations for special cargo and their characteristics <ul style="list-style-type: none"> • Understand the relevant cargo operations regulations • Know relevant regulatory requirements of special cargo like frozen food, halal logistics, over-size cargo • Know about workplace policy and procedures 2. Update the information on relevant regulations and codes <ul style="list-style-type: none"> • Obtain the latest regulations related to cargo handling in the workplace for special cargo • Internally explain the regulations to relevant company personnel and/or incorporate them into the company's standard operating procedures/key performance indicators • Assess any impact of new requirements on workplace activities and company obligations in accordance with workplace procedures • Ensure that all members of the company understand these new regulatory requirements and the impact on their daily work 3. Develop special cargo operation regulations and monitor compliance <ul style="list-style-type: none"> • Formulate special cargo operation regulations in accordance with relevant laws and regulations and the company's requirements for handling special cargo • Plan the implementation of special cargo operation regulations and timetables for each department • Provide sufficient training and/or guidance to ensure that employees work in accordance with special cargo handling regulations • Assess potential problems caused by non-compliance • Take appropriate preventive measures and emergency plans to correct the situation • Establish key performance indicators and measurement tools to test compliance with regulatory requirements and workplace policies 4. Compile report and related documents <ul style="list-style-type: none"> • Regularly release key performance indicator reports to determine the company's compliance rate • Prepare reports, records, documents, and other information to achieve and improve compliance rates • Document filing in accordance with workplace procedures and policies • Obtain updates of all regulations, procedures, and related workplace regulations • Issue updated special cargo operating regulations in accordance with the company's strategy to ensure that all relevant parties are aware of the newly issued operating regulations and alert policy

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Assessment Criteria	The integrated outcome requirements of this unit of competency are: <ul style="list-style-type: none">• Capable of analysing relevant regulations and requirements related to the operation of special cargo;• Capable of formulating special cargo handling regulations in accordance with relevant regulations and the company's requirements for handling special cargo;• Capable of implementing and monitoring updated regulations and requirements;• Capable of monitoring the company's compliance with the latest regulations and requirements; and• Capable of compiling key performance indicator reports to determine the company's compliance rate regularly
Remark	