

Specification of Competency Standards
for the Logistics Industry
Unit of Competency

Functional Area - Import/Export Documentation

Title	Carry out courier and express cross-boundary transactions
Code	LOSAIE403B
Range	This unit of competency is applicable to logistics service providers and courier and express companies. Practitioners should be capable of performing courier and express cross-boundary transactions according to relevant customs and regulatory requirements
Level	4
Credit	3 (For Reference Only)
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> 1. Possess the knowledge of cross-boundary transactions and courier and express transactions <ul style="list-style-type: none"> • Know about cross-boundary transactions like ROCARS, import/export permit, customs documents, etc • Understand company policy and courier and express procedures • Understand business operations of related industries 2. Study and interpret the facts of boundary transaction <ul style="list-style-type: none"> • Obtain the requirements and standards for boundary transaction documents in accordance with relevant regulatory requirements • Comply with customs clearance procedures within the regulatory requirements • Identify missing or ambiguous documents in boundary transactions, and negotiate with customers to update documents as needed 3. Identify and analyse potential problems <ul style="list-style-type: none"> • Assess potential risks and identify recurring problems and potential problems • Assess potential risks and identify arguments and potential recurring problems • Make proper records of assessment results and trends 4. Establish and evaluate alternative solutions <ul style="list-style-type: none"> • Establish appropriate solutions to solve the identified problems • Evaluate the benefits and possible risks of the solution according to workplace procedures 5. Complete the boundary transaction <ul style="list-style-type: none"> • Complete the cross-boundary transaction as per the legislative requirements 6. Record the cross-boundary transaction <ul style="list-style-type: none"> • Collect all necessary documents for cross-boundary transactions • Verify documents according to all legal requirements • Create data processing and information into appropriate systems as needed • Store/update all transaction records by truck/transaction unit • Record the following information: (i) any specific difficulties and problems, (ii) related solutions adopted, and (iii) actions taken • Provide relevant information to customers and related internal and external personnel • Stock keep cross-boundary transaction records as per legal requirements and workplace procedures

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Assessment Criteria	The integrated outcome requirements of this unit of competency are: <ul style="list-style-type: none">• Capable of studying and explaining the true situation of courier and express delivery required by cross-boundary transactions;• Capability of discovering and analysing potential problems when completing cross-boundary transactions;• Capability of establishing and evaluating alternative solutions; and• Capability of stock keeping records of cross-boundary transactions in accordance with legal requirements and workplace procedures
Remark	