

Specification of Competency Standards
for the Logistics Industry
Unit of Competency

Functional Area - Insurance, Legal Matters and Compliance

Title	Identify compliance requirements
Code	LOSALC401B
Range	The unit of competency is applicable to logistics service providers. Practitioners should be capable of applying theoretical knowledge and established skills in identifying and interpreting compliance requirements to establish standards and procedures, codes of practice, and legislative requirements relevant to business operations.
Level	4
Credit	6 (For Reference Only)
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> 1. Possess the knowledge and skills of identifying and interpreting compliance requirements <ul style="list-style-type: none"> • Understand relevant standards, codes of practice, and legislative requirements • Understand business operations of logistics related industries • Understand company policy • Know about relevant compliance requirements and updated situation 2. Clarify the scope of operations <ul style="list-style-type: none"> • Identify and review the range of operations and the sphere of business arrangements of the organisation • Conduct analysis of the operations and business arrangements and identify the functions, products and services that may be subject to compliance requirements • Develop work activity plans to determine compliance requirements • Identify required resources to perform and monitor the tasks • Establish monitoring system to detect for any deviation and maintain the compliance level • Obtain plans approval from relevant personnel 3. Identify compliance requirements <ul style="list-style-type: none"> • Conduct information search on compliance requirements using appropriate search resources • Ensure the search of compliance requirements scans across all relevant regulations, jurisdictions of laws, industry codes and standards, and compliance requirements • Review collected information in terms of relevance to the organisation's products/services and operations • Identify and report irregularity for corrective and preventive action plan • Organise and store gathered information on relevant compliance requirements 4. Interpret, analyse and prioritise identified compliance requirementscompliance requirements <ul style="list-style-type: none"> • Assess and interpret collected information in terms of relevance to the organisation's products/services and operations • Clarify ambiguities and problems experienced in interpreting identified compliance information with relevant personnel • Identify, analyse and prioritise relevant compliance requirements in terms of the critical implications for establish standards and procedures, and the risks and consequence of possible breaches 5. Document compliance requirements

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	<ul style="list-style-type: none"> • Document and organise outcomes of the identification and interpretation activities • Communicate reports of compliance requirements and assess implications to relevant personnel • Review and redefine new compliance requirement and standards <p>6. Review compliance requirements</p> <ul style="list-style-type: none"> • Conduct situation analysis regularly to systemically evaluate past and present economic, political, social, and technological data • Identify internal and external forces that may influence compliance requirements
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> • Capable of interpreting, identifying, and analysing the legal compliance as per regulations; • Capable of applying knowledge of related management systems and elements of compliance programmes; and • Capable of reviewing compliance requirements
Remark	