

Specification of Competency Standards
for the Logistics Industry
Unit of Competency

Functional Area - Planning and Design of Logistics Solutions

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| Title | Storage and warehouse maintenance of special cargo |
| Code | LOSAPD202B |
| Range | This unit of competency is applicable to logistics service providers. Practitioners should be capable of applying inventory control knowledge to maintain storage and warehouse operation of special cargo |
| Level | 2 |
| Credit | 3 (For Reference Only) |
| Competency | <p>Performance Requirements</p> <ol style="list-style-type: none"> 1. Possess the knowledge of inventory control and special cargo <ul style="list-style-type: none"> • Understand the procedures for receiving and releasing goods • Understand inventory control program • Understand distribution, order fulfilment and replenishment cycles • Understand the policies and procedures of the company about accepting special cargo • Understand the nature and safety guidelines of each type of special cargo • Understand the specifications and requirements of facilities, equipment, entry and exit processing permits/licenses, storage of special goods such as shelves, segregation • Understand temperature and humidity or cleanliness, quantity limitation, compatibility, etc. 2. Handle special cargo receive and release <ul style="list-style-type: none"> • Co-ordinate upcoming orders and inventory levels with customers' space and equipment availability • Implement inventory control policies and procedures • Prepare appropriate special cargo receiving documents, such as purchase orders, commercial documents... • Pre-plan distribution in the warehouse according to customer requirements • Check quantity and quality when receiving special goods according to plan/document • Compile report to customers the deviation of quality and quantity of special cargo • Proceed special cargo label according to customer requirements • Handle special cargo warehouse and update inventory report 3. Maintain inventory control record <ul style="list-style-type: none"> • Monitor and maintain inventory levels according to customer instructions • Maintain, monitor and adjust inventory replenishment cycles • Compile report about inventory levels and other key performance indicators • Regular inventory purchases according to customer instructions • Compile reports on inventory data • Compile report on the violations and discrepancies • Implement possible solutions to avoid inventory loss 4. Handle purchase order <ul style="list-style-type: none"> • Ensure the availability of the sample range according to the purchase plan • Record and file negotiated purchase and supply agreements • Ensure that the delivery process meets the scheduled deadline • Follow up with buyers, suppliers and transport operators to ensure smooth delivery |

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| Assessment Criteria | The integrated outcome requirements of this unit of competency are: <ul style="list-style-type: none">• Capable of handling equipment, permits and other related requirements for handling special cargo inventory and order fulfilment;• Capable of handling receive, release and storage of special cargo in accordance with the inventory management system;• Capable of regularly controlling inventory levels, in/out movement and other special cargo warehouse activities;• Capable of organising and coordinating inventory; and• Capable of compiling reports and reporting any violations to achieve company goals |
| Remark | |