

Specification of Competency Standards
for the Logistics Industry
Unit of Competency

Functional Area - Planning and Design of Logistics Solutions

Title	Inventory control management system for special cargo handling
Code	LOSAPD306B
Range	This unit of competency is applicable to logistics service providers. Practitioners should be capable of applying the basic knowledge of inventory management to implement inventory control procedures for special goods, including frozen food, halal logistics, oversized goods, dutiable goods...
Level	3
Credit	3 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Understand the concept of inventory control and special cargo specification</p> <ul style="list-style-type: none"> • Possess the basic knowledge of inventory control and inventory management • Understand the company's inventory control policy and procedure • Understand relevant legal requirement including the safety regulation and practical operations on handling and movement of special cargo (like frozen food, halal logistics) • Understand the application, permit/license requirement and other requirement of facilities for handling inventory control of special cargo <p>2. Maintenance of proper documents record</p> <ul style="list-style-type: none"> • Co-ordinate with customers on the upcoming cargo details of special cargo • Maintain and organise receiving organism • Ensure all possible required equipment and facilities for cargo handling are available • Inspect the receiving cargoes as per documents • Inspect and record of receiving items on whether or not any changes occurred, deviation, condition and quantity (if necessary) • Allocate the storage location of special cargo • Update warehouse management system as per standard procedure • Apply relevant labels as per the requirement of special cargo handling <p>3. Compile inventory report</p> <ul style="list-style-type: none"> • Update the required inventory level in the system • Report if any deviation of inventory level found • Stock taking according to the requirement • Update the inventory level in warehouse management system and report deviation <p>4. Cargo delivery</p> <ul style="list-style-type: none"> • Delivery order received from customer • Inventory audit as per delivery order • Report the violation to customer • Prepare document for cargo delivery • Deliver the goods to the appropriate location and facilities as per customer requirement • Complete all the required documents
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> • Capable of applying inventory management strategies and procedure to control the inventory of special cargo;

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	<ul style="list-style-type: none">• Capable of applying safety working procedure and special cargo delivery for special cargo handling;• Capable of handling and moving special cargo as per relevant legal requirement; and• Capable of receiving and delivering inbound material and outbound cargo
Remark	