

**Specification of Competency Standards**  
**for the Logistics**  
**Unit of Competency.**

**Functional Area - Import/Export Documentation**

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| <b>Title</b>               | Handle courier and express transport document                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Code</b>                | 111041L2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Range</b>               | This unit of competency is applicable to all kinds of logistics operators and courier and express companies. Practitioners are capable to handle documents submitted by customers for courier and express cargo transactions and ensure that these documents can meet the requirements of importing and exporting countries or relevant regulatory requirements of government departments and associations.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Level</b>               | 2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Credit</b>              | 3 ( <i>Indicative Only</i> )                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Competency</b>          | <p><b>Performance Requirements</b></p> <ol style="list-style-type: none"> <li>Understand the procedure of courier and express documentation <ul style="list-style-type: none"> <li>Possess basic knowledge and working procedure of courier and express</li> <li>Understand all documents including: <ul style="list-style-type: none"> <li>Packing list</li> <li>Commercial invoice (if any)</li> <li>Import/export permit (if required)</li> <li>Certificate of origin (if required)</li> <li>Certificate of inspection (if required)</li> <li>Others Import/export documents</li> </ul> </li> </ul> </li> <li>Handle relevant documents <ul style="list-style-type: none"> <li>Check relevant documents and their accuracy including: <ul style="list-style-type: none"> <li>Details of shippers</li> <li>Service selection and destination</li> <li>Declared number of pieces, weight and measurement</li> <li>Declared details of commodities and cargo value</li> <li>Incoterms of the documents</li> <li>Confirm number of pieces between documents and import/export permit (if any)</li> <li>Consignee's details and delivery address</li> <li>Names of receiver and contact number</li> <li>Internal management as per company's procedure</li> </ul> </li> <li>Establish transaction record with all collected cargo documents</li> <li>Provide flight information, message and transport documents to customers</li> <li>Issue charges receipt and credit invoice as per company's procedure</li> <li>Confirm documents and arrange cargo receipt/delivery procedure</li> </ul> </li> </ol> |
| <b>Assessment Criteria</b> | <p>The integrated outcome requirement of this unit of competency is:</p> <ul style="list-style-type: none"> <li>Capable to handle correct import/export documents in courier and express transaction as per company's procedure; and</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

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|               | <ul style="list-style-type: none"><li>• Capable to ensure courier and express documents can meet the compliance of the requirement of importing/exporting countries or relevant regulatory requirement of Government departments and associations</li></ul> |
| <b>Remark</b> | This UoC is adopted from the Logistics UoC LOAFIE203B. The QF credit is adjusted from 6 to 3.Revise the content of 7. Assessment Criteria                                                                                                                   |