

Specification of Competency Standards for the Logistics Industry

Unit of Competency

1. Title	Handle shipping and freight documents
2. Code	LOGSIE202A
3. Range	This unit of competency is applicable to logistics firms, freight forwarders, shipping companies and relevant operators. Practitioners should be capable to arrange for and handle matters related to shipping and freight documents for import/export or re-export.
4. Level	2
5. Credit	9 (for reference only)
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Basic knowledge of import/export or re-export documents</p> <ul style="list-style-type: none">◆ Understand the types, use and details of shipping documents, such as shipping order, export acceptance order, bill of lading, manifest, delivery order and arrival notice◆ Understand the importance of transport documents◆ Understand the process of handling import/export or re-export documents◆ Understand how to compile export documents◆ Understand the information on import/export or re-export documents which need to be verified◆ Understand the documents to be obtained from consignors◆ Understand the implication of transportation terms◆ Understand the procedures of issuing bills of lading◆ Understand the information provided in manifests and shipping orders

	<p data-bbox="384 779 738 969">6.2 Handle import/export or re-export documents</p> <ul style="list-style-type: none"> <li data-bbox="783 226 1453 365">◆ Understand the government departments which handle declaration, and the required documents <li data-bbox="783 387 1453 472">◆ Understand the means and procedures for making declaration <li data-bbox="783 495 1453 580">◆ Understand how to confirm the identity of the consignee <li data-bbox="783 602 1453 687">◆ Understand the procedures of handling loss of documents <li data-bbox="783 710 1453 741">◆ Understand how to handle telex release <li data-bbox="783 781 1453 1081">◆ Obtain the required documents from relevant persons or companies, such as import/export or re-export permit and certificate of origin, according to delivery procedures and operation guidelines <li data-bbox="783 1104 1453 1350">◆ Issue the required documents to relevant persons or companies, such as the delivery order and shipping order, according to delivery procedures and operation guidelines <li data-bbox="783 1373 1453 1512">◆ Fill in or input the required information according to delivery procedures and operation guidelines <li data-bbox="783 1534 1453 1722">◆ Verify the information on the documents and the identity of issuers and receivers according to delivery procedures and operation guidelines <li data-bbox="783 1744 1453 1879">◆ Obtain relevant documents from the consignee before delivery so as to confirm the identity <li data-bbox="783 1901 1453 2089">◆ Verify the validity of the bill of lading or other delivery documents provided by the consignee, and handle the delivery of goods according to procedures
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	<ul style="list-style-type: none"> ◆ Handle telex release according to procedures ◆ Submit documents to relevant government departments for making import/export declaration, according to appropriate means and stipulated procedures ◆ Send, receive and compile relevant documents in electronic format according to the needs of the company ◆ Report immediately to superiors in case of loss of documents, and handle the matter according to instructions and relevant procedures
7. Assessment Criteria	<p>The integrated outcome requirement of this unit of competency is:</p> <p>(i) Capable to handle the import/export or re-export documents properly according to the stipulated procedures and requirements of the company so as to ensure smooth delivery of goods.</p>
8. Remarks	