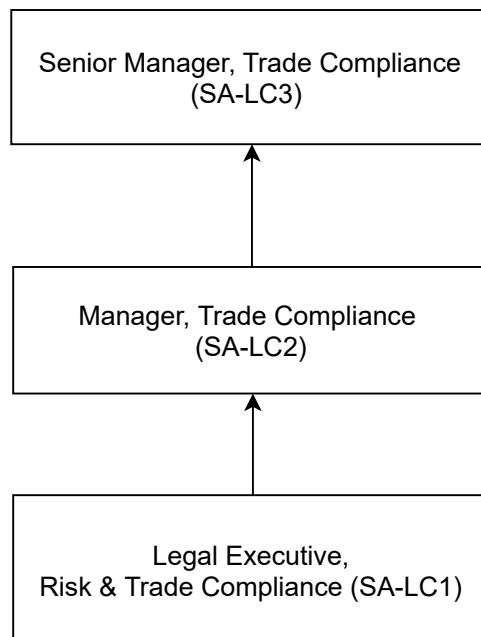


# Progression Pathway for the Logistics Industry

(Supporting and Ancillary Services)

## Insurance, Legal Matters and Compliance (LC)



## Insurance, Legal Matters & Compliance

Position	Senior Manager, Trade Compliance (SA-LC3)		
Duties	<ul style="list-style-type: none"> <li>• Formulate, execute and coordinate the company's risk management strategy</li> <li>• Plan, execute and review the quality requirements and systems of each department</li> <li>• Review, improve and implement the health and safety management system in accordance with the regulations</li> <li>• Manage and ensure the work processes are in compliance with quality management regulations, and review all processes</li> <li>• Plan employee training</li> </ul>		
	Core Competency	Code	Credit
	Formulate risk management plans	LOCULC601B	9
	Establish commitment to comply with legal and legislative requirements	LOCULC602B	6
	Research compliance requirements and issues	LOCULC603B	9
	Perform risk assessment of the transport process and compile reports	LOCULC501B	9
	Appoint surveyors and lawyers to handle claims	LOCULC504B	9
	Manage compliance with legal and legislative requirements	LOCULC505B	3
	Arrange cargo insurance (including war and strikes) contracts	LOSALC501B	6
	Arrange for transport operator's liability insurance contracts	LOCULC509B	9
	Total Credits		60

<b>Position</b>	<b>Manager, Trade Compliance (SA-LC2)</b>		
Duties	<ul style="list-style-type: none"> <li>• Execute and coordinate the company's risk management strategy</li> <li>• Plan, execute and review the quality requirements and systems of each department</li> <li>• Assist in reviewing, improving and implementing the health and safety management system in accordance with the regulations</li> <li>• Ensure the work processes are in compliance with quality management regulations</li> <li>• Conduct staff training</li> </ul>		
	<b>Core Competency</b>	<b>Code</b>	<b>Credit</b>
	Assess the total loss and calculate the claim amount	LOCULC502B	9
	Apply knowledge of business laws to prepare contracts	LOCULC503B	9
	Implement risk management plans	LOCULC401B	6
	Arrange insurance with brokers/agents	LOCULC402B	6
	Compile claims report	LOCULC403B	6
	Handle cargo claims	LOCULC404B	6
	<b>Non-core Competency</b>	<b>Code</b>	<b>Credit</b>
	Handle facility, equipment, and machinery claims	LOCULC405B	6
	Enhance staff's awareness of compliance with legislations related to logistics industry	LOCULC406B	3
	Handle transport operator's liability insurance claims	LOCULC407B	6
	Total Credits		57

Position	Legal Executive, Trade Compliance (SA-LC1)		
Duties	<ul style="list-style-type: none"> <li>• Provide legal advices</li> <li>• Assist/coordinate lawyers and external parties to handle legal matters, cases and prepare relevant documents</li> <li>• Handle the company’s legal affairs</li> <li>• Update the requirements of trade regulations</li> <li>• Ensure the proper execution of procedures</li> <li>• Ensure employees to comply with relevant laws and regulations</li> </ul>		
	Core Competency	Code	Credit
	Apply environmental protection laws and international conventions relevant to the logistics industry	LOCULC408B	3
	Apply occupational safety and health ordinances relevant to the logistics industry	LOCULC409B	6
	Identify compliance requirements	LOSALC401B	6
	Verify insurance certificate and policy or related documents	LOCULC301B	6
	Apply basic principles of insurance law to handle insurance matters	LOCULC302B	3
	Comply with logistics related regulatory requirements	LOCULC303B	3
	Non-core Competency	Code	Credit
	Apply the Prevention of Bribery Ordinance	LOCULC410B	3
	Understand intellectual property and avoid act of infringement	LOCULC411B	3
	Apply labour legislations related to human resources management	LOCULC412B	6
	Total Credits		39