

Unit of Competency**Functional Area: Shipping Documents and Management**

Title	Handle air freight documents
Code	105175L2
Range	This unit of competency is applicable to practitioners in import and export industry. Practitioners should be capable of examining air freight import documents to see if they meet the requirements of the importing/exporting country or related organisations, and to correctly handle relevant documents.
Level	2
Credit	3 (for reference only)
Competency	<p>Performance Requirement</p> <ol style="list-style-type: none"> 1. Possess basic knowledge of air freight documents <ul style="list-style-type: none"> • Possess basic knowledge of air freight operations and its work flow • Describe necessary import /export documents 2. Handle air freight documents <ul style="list-style-type: none"> • Obtain and verify required export documents (e.g., commercial invoice, import/export permit, import/export licence) with reference to delivery procedure • Verify the air freight documents (e.g., destination, good quantity, good weight and dimension, commodity and product value, payment terms) • Handle booking request and issue relevant documents (e.g., booking confirmation or pickup notification) • Fill in or input the required information with reference to delivery procedure and operations guidelines and submit documents (or electronic documents) to relevant parties or government agents for export declaration • Send, receive and complete relevant documents (in electronic format or hard copy) • Send arrival notice to consignee or notify parties • Collect and check relevant import documents, and handle good release
Assessment Criteria	<p>The integrated outcome requirement of this unit of competency is:</p> <ul style="list-style-type: none"> • Capable of handling air freight documents
Remark	This UoC is adapted from the Logistics UoC LOSAIE201A