

Unit of Competency

Functional Area: Shipping Documents and Management

Title	Handle sea freight documents
Code	105176L2
Range	This unit of competency is applicable to practitioners in import and export industry. Practitioners should be capable of handling sea freight documents.
Level	2
Credit	3 (for reference only)
Competency	<p>Performance Requirement</p> <ol style="list-style-type: none"> 1. Possess basic knowledge of sea freight documents <ul style="list-style-type: none"> • Possess basic knowledge of sea freight operations and its work flow • Describe necessary import /export documents 2. Handle sea 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 sea 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 equipment release order) • Fill in or input the required information with reference to delivery procedures 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 sea freight documents
Remark	This UoC is adapted from the Logistics UoC LOSAIE202A