

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

Title	Handle customs clearance procedures
Code	105179L2
Range	This unit of competency is applicable to practitioners in import and export industry. Practitioners should be capable of handling matters related to customs clearance according to the procedures and requirements of relevant government departments (e.g., Import and Export Ordinance Cap. 60 and its subsidiary regulations).
Level	2
Credit	3 (for reference only)
Competency	<p>Performance Requirement</p> <ol style="list-style-type: none"> 1. Possess basic knowledge of customs clearance <ul style="list-style-type: none"> • Describe the purposes of customs clearance and good inspection, and the duties of relevant officers • Describe the handling procedures for the good transportation • Describe the inspection methods used by the customs authority, such as spot check and appearance examination • Capable of booking the inspection service for seized goods via the internet • Describe the rights and obligations of the customs authority, shipper or carrier Describe the inspection locations and procedures of the customs authority • Describe the levy and supervision fee on imported, exported or re-exported goods • Describe the handling of damages arising from good inspection • Describe the clearance procedures for special goods, such as temporary imports and • Describe the clearance procedures for dutiable items and prohibited articles 2. Handle customs clearance procedures <ul style="list-style-type: none"> • Prepare documents required for customs clearance • Make online bookings, changes, cancellations and enquiries • Notify good owners and their agents to send staff to supervise good inspection • Instruct staff to move, unwrap or repack the goods on behalf of the shipper • Monitor the good inspection work done by the customs authority • Keep a record in the report in case of damage to goods • Obtain a release certificate customer release after customs clearance • Record the matters related to good inspection and customs clearance
Assessment Criteria	<p>The integrated outcome requirement of this unit of competency is:</p> <ul style="list-style-type: none"> • Capable of completing the customs clearance work according to regulatory requirements
Remark	This UoC is adapted from the Logistics UoC LOCUIE212A