

Unit of Competency**Functional Area: Warehousing and Logistics**

Title	Co-ordinate fleet operations
Code	105195L3
Range	This unit of competency is applicable to practitioners in the import and export industry to co-ordinate fleet operations to perform the tasks of pickup and delivery of goods.
Level	3
Credit	4 (for reference only)
Competency	<p>Performance Requirement</p> <ol style="list-style-type: none"> 1. Possess relevant knowledge of fleet management <ul style="list-style-type: none"> • Describe principles of fleet management • Operate tracking and tracing systems • Describe business operations of import and export industry • Describe company requirements and relevant regulatory requirements 2.1. Co-ordinate fleet control functions <ul style="list-style-type: none"> • Allocate equipment with reference to pick-up and delivery requirements • Track the movement of goods and identify any deviations from the pickup and/or delivery schedule • Identify opportunities for improvement of fleet control logistics and take appropriate action to recommend or implement the identified initiatives 2.2. Prepare for contingencies <ul style="list-style-type: none"> • Employ suitable contingency measures for deviations from pickup and delivery schedule, and other incidents • Identify, clarify, and resolve routine problems 2.3. Communicate with customers and drivers <ul style="list-style-type: none"> • Communicate with customer and driver and respond to their enquiries appropriately • Access and use communication systems to communicate with customers in the completion of fleet management tasks 2.4. Co-ordinate scheduling of operational tasks <ul style="list-style-type: none"> • Access and use relevant scheduling system for processing the delivery of goods • Take the critical transport factors (e.g., traffic flow, height/width/length of tunnels and bridge, and weight limit) into account when planning and implementing pickup and delivery schedule 2.5. Complete documentation <ul style="list-style-type: none"> • Record fleet management information • Dispatch, process, and file completed documentation
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> • Capable of co-ordinating fleet control functions • Capable of identifying fleet control problems • Capable of employing suitable contingency measures • Capable of applying relevant scheduling system to schedule the transport of goods
Remark	This UoC is adapted from the Logistics UoC LOCUPD305A