

Unit of Competency**Functional Area: Operations Management**

Title	Verify insurance certificates and policies or related documents
Code	105210L3
Range	This unit of competency is applicable to practitioners in the import and export industry. Practitioners should be capable of verifying insurance certificate and policy or related documents legally and properly under instruction.
Level	3
Credit	3 (for reference only)
Competency	<p>Performance Requirement</p> <ol style="list-style-type: none"> 1. Knowledge of legal requirements and operations of the insurance industry <ul style="list-style-type: none"> • Have basic understanding of the operations of the insurance industry, different roles of the insured, intermediary and insurance company as well as general insurance terms • Capable of handling general documentation and filing duties • Operate general computer software or software used by the company • Describe the difference of insurance certificate and policy or related documents, their legal validity and importance • Describe the latest legal requirements for showing the original copy of the insurance certificate or related documents, and describe the impact of violating relevant legislations 2. Handle insurance certificate and policy or related documents legally and properly <ul style="list-style-type: none"> • Verify the insurance certificate and policy or related documents according to the documents exchanged with the intermediary or insurance company • Implement post-implementation procedures • Store documents • Deliver documents to relevant personnel
Assessment Criteria	<p>The integrated outcome requirement of this unit of competency is:</p> <ul style="list-style-type: none"> • Capable of verifying insurance certificate and policy or related documents legally and properly under instruction
Remark	This UoC is adapted from the Logistics UoC LOCULC301A