

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

Title	Manage documents for special goods
Code	105216L3
Range	This unit of competency is applicable to practitioners in import and export industry to handle the documents for special goods. Practitioners should also be capable of ensuring the compliance of code of conduct and relevant regulatory requirements, e.g. Dangerous Goods Ordinance Cap. 295 and subsidiary regulations, and Import and Export Ordinance Cap. 60 and its subsidiary regulations.
Level	3
Credit	3 (for reference only)
Competency	<p>Performance Requirement</p> <ol style="list-style-type: none"> 1. Possess basic knowledge of handling special goods <ul style="list-style-type: none"> • Describe the rules outlining the responsibilities of transporting special goods, e.g. dangerous goods, prohibited articles, and dutiable commodities • Describe the procedures and documentation requirements of handling the import, export and re-export of special goods • Describe procedures of the Customs and Excise Department, cargo terminals, warehouses, and their documentation requirements • Describe classifications, characteristics, names and abbreviations of dangerous goods, prohibited articles and dutiable commodities • Use a range of skill to identify the possible omissions or negligence in handling special goods 2.1. Handle special goods documentation <ul style="list-style-type: none"> • Request suppliers or manufacturers to submit the required documents or information • Check the information consistency of special goods and the information provided in the documents • Check the information consistency of the description on the packaging and label, and the documents • Inform the responsible parties for the special handling procedures and the code of conduct to store and/or transport the goods • Apply and obtain permits and/or other required documents from government departments or regulated agencies • Send the required documents to relevant parties, including the Customs and Excise Department, cargo terminals, bonded warehouses, carriers, and customers 2.2. Monitor the documentation requirements of special goods <ul style="list-style-type: none"> • Review laws and regulations concerning new handling requirements of dangerous goods, prohibited articles and dutiable commodities in local and relevant major trading markets on a regular basis • Monitor import and export activities on an on-going basis to ensure its compliance with regulatory requirements and code of conduct • Identify and report if any possible breaches of laws and regulations in handling special goods • Consolidate relevant information and provide effective recommendation to parties concerned to ensure the compliance of relevant code of conduct for handling special goods
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> • Capable of handling documentation for the storage and transportation of special goods in accordance with code of conduct • Capable of monitoring global and local laws and regulations of handling special goods
Remark	