

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

Title	Complete import/export documents
Code	105217L3
Range	This unit of competency is applicable to practitioners in import and export industry. Practitioners should be capable of completing and checking import/export documents in compliance with the relevant workplace and regulatory requirements.
Level	3
Credit	3 (for reference only)
Competency	<p>Performance Requirement</p> <ol style="list-style-type: none"> 1. Possess knowledge of import/export documentation <ul style="list-style-type: none"> • Describe import/export documents process • Describe relevant legislative and regulatory requirement • Describe workplace documentation requirements 2.1. Identify procedures required for import/export documentation <ul style="list-style-type: none"> • Identify and source documents required for import and export of goods • Apply content requirements for each section of the documentation • Identify and record timelines for completion of documents • Identify requirements for permits and other documents and note implications • Report problems to appropriate personnel in identifying required documents and complete documentation 2.2. Prepare import and export documents <ul style="list-style-type: none"> • Identify content requirements for each section of the documentation according to the Customs requirements and related legislation and workplace procedures (e.g., details of name and address of shipper and consignee, harmonised system (HS) code for commodity classification, and country code) • Implement workplace procedures for authorisations • Identify problems arising in completing required documents and report to appropriate personnel • Take actions to meet deadlines in certain countries • Report problems to appropriate personnel in completing required documents (e.g., customs declaration) 2.3. Check documentation to ensure it meets regulatory requirements <ul style="list-style-type: none"> • Collate and check documents in accordance with the Customs requirements and related legislation and workplace procedures 2.4. Complete documentation <ul style="list-style-type: none"> • Forward documents to relevant personnel in accordance with the Customs requirements and related legislation and workplace procedures • File, store, and retain documents according to relevant Customs requirements and legislative requirements (e.g., Dangerous Goods Ordinance Cap 295 and subsidiary regulations)
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> • Capable of identifying procedures required for import/export documents • Capable of completing and checking documents and records to meet relevant workplace and regulatory requirements
Remark	This UoC is adapted from the Logistics UoC LOSAIE302A