

**Unit of Competency**

**Functional Area: Shipping Documents and Management**

Title	Verify the required proofs and documents
Code	105218L3
Range	This unit of competency is applicable to practitioners in import and export industry to verify commercial and transport documents to eliminate errors or ambiguity.
Level	3
Credit	3 (for reference only)
Competency	<p>Performance Requirement</p> <ol style="list-style-type: none"> <li>1. Possess basic knowledge of verifying documents                             <ul style="list-style-type: none"> <li>• Describe commercial documents, e.g. pro-forma invoice, commercial invoice, packing list, inspection certificate, insurance certificate, product testing certificate, health certificate, phyto-sanitary certificate, fumigation certificate, consular invoice</li> <li>• Describe transport documents, e.g. Bill of Lading, House Bill of Lading, Sea Waybill, Air Waybill, or House Air Waybill</li> <li>• Describe the importance of providing timely and accurate information</li> <li>• Use a range of skills to source required information to complete documentation</li> <li>• Use a range of skills to identify the documentation requirements in accordance with such factors as country of destination, places of transshipment, types of goods, and customer requirements</li> </ul> </li> <li>1. Verify proofs and documents                             <ul style="list-style-type: none"> <li>• Identify the sources of the information provided in the proofs and documents</li> <li>• Verify the consistency or compatibility of the information provided in the proofs and documents</li> <li>• Check the sufficiency of the contents of the proofs and documents</li> <li>• Check the correctness of the identity of the issuers of the proofs and documents</li> <li>• Check whether the proofs and documents are signed, endorsed or confirmed by the relevant parties</li> <li>• Take note of special terms and conditions, and instructions</li> <li>• Check the correctness and accuracy of required types and quantity of documents</li> <li>• Examine commercial documents and transport documents and make prompt corrections if errors spotted</li> </ul> </li> <li>3. Ensure timely delivery of good                             <ul style="list-style-type: none"> <li>• Ensure the information provided in the commercial and transport documents meets the documentation requirements</li> <li>• Complete required documents timely and accurately to ensure timely good delivery</li> </ul> </li> </ol>
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> <li>• Capable of checking the information accuracy of proofs and documents</li> <li>• Capable of verifying the proofs and documents in a timely manner</li> </ul>
Remark	