

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

Title	Manage import and export activities
Code	105298L4
Range	This unit of competency is applicable to practitioners in import and export industry to use terms and conditions to handle import and export activities.
Level	4
Credit	7 (for reference only)
Competency	<p>Performance Requirement</p> <ol style="list-style-type: none"> <li>1. Possess knowledge of import and export operations <ul style="list-style-type: none"> <li>• Describe general trade terms and conditions, including application of terms and conditions, interpretation, Incoterms, basis of sale, orders and specifications, price, payment, delivery, insurance, inspection/shortage, risk of property, assignment, warranties and liability, limitation of liability, buyer's default, confidentiality, communications, force majeure, buyer's duty to advise special requirements, buyer's duty to comply with import legislation and regulations, waiver, severance, third party rights, consumer rights, and law and jurisdiction</li> <li>• Describe code and abbreviations in import and export operations</li> <li>• Employ a range of skills to handle import operations</li> <li>• Employ a range of skills to handle export operations</li> </ul> </li> <li>2.1. Handle import processes <ul style="list-style-type: none"> <li>• Identify sourcing objectives</li> <li>• Identify potential suppliers</li> <li>• Clarify import regulations and requirements</li> <li>• Send enquiries to suppliers</li> <li>• Analyse quotations, offer terms and conditions</li> <li>• Confirm sales contract including terms and conditions</li> <li>• Arrange insurance if required</li> <li>• Prepare payment</li> <li>• Prepare import documentation, customs clearance, and acquire goods</li> </ul> </li> <li>2.2. Handle export processes <ul style="list-style-type: none"> <li>• Handle enquires from overseas buyers</li> <li>• Check buyer's background from Hong Kong Export Credit Insurance Corporation (ECIE), banks and/or other sources</li> <li>• Make quotations for potential buyers</li> <li>• Confirm sales contract including terms and conditions</li> <li>• Execute contract, e.g., arrange shipment, prepare export documentation, and customs clearance</li> <li>• Arrange insurance if required</li> <li>• Present required documents for payment</li> </ul> </li> <li>3. Review import and export operations <ul style="list-style-type: none"> <li>• Conduct review on the terms and conditions as an integral part of import and export contract on a regular basis</li> <li>• Conduct review on the efficiency of import and export processes on a regular basis</li> <li>• Provide recommendation to make adjustments to improve the effectiveness and efficiency of the operations</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 using freight terms, codes and abbreviations to handle import activities</li> <li>• Capable of using freight terms, codes and abbreviations to handle export activities</li> </ul>
Remark	