

**Specification of Competency Standards**  
**for the Logistics Industry**  
**Unit of Competency**

Functional Area - Common

|                     |  |
|---------------------|--|
| Title               | Use air freight terms, codes and abbreviations   |
| Code                | LOAFCN101B   |
| Range               | This unit of competency is applicable to air freight and logistics operators. Practitioners should be capable to understand basic air freight terms, codes and abbreviations. Frontline staff should master such knowledge and perform relevant freight operations and explain relevant freight issues to customers as instructed.   |
| Level               | 1  |
| Credit              | 3 (For Reference Only)   |
| Competency          | <p>Performance Requirements</p> <p>1. Possess basic knowledge of air freight</p> <ul style="list-style-type: none"> <li>• Understand codes used in the air freight industry <ul style="list-style-type: none"> <li>○ Codes of countries, regions, cities and airports</li> <li>○ Codes of airlines</li> <li>○ Aircraft type number and its meaning</li> <li>○ Unit load device or pallet type number, and its meaning</li> <li>○ Cargo category code</li> <li>○ Different categories codes using in daily operations including air terminals, airports handling</li> </ul> </li> <li>• Understand air freight terms <ul style="list-style-type: none"> <li>○ Terms used by different trades of the air freight industry</li> </ul> </li> <li>• Understand abbreviations commonly used in the industry <ul style="list-style-type: none"> <li>○ Understand the conversion of the abbreviations to their English or Chinese (including simplified Chinese) full names and their meanings</li> <li>○ Understand the channel to find out or inquire air freight abbreviations commonly used including airfreight regulation and related document (IATA, TACT)</li> </ul> </li> <li>• Understand names and abbreviations of different weights and measurement</li> <li>• Understand names and abbreviations of different currencies</li> <li>• Understand the expression of international time</li> <li>• Understand the channel to find out or inquire the meanings of the aforesaid code, abbreviations and term</li> </ul> <p>2. Apply basic air freight terms, codes and abbreviations</p> <ul style="list-style-type: none"> <li>• Apply appropriate air freight terms, codes and abbreviations to communicate with customers, counterparts and colleagues effectively</li> <li>• Use basic air freight terms to fill in simple logistics and trading documents</li> </ul> |
| Assessment Criteria | <p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> <li>• Capable to use air freight terms, codes and abbreviations correctly; and</li> <li>• Capable to communicate with in-service personnel effectively</li> </ul>  |
| Remark              |  |