

Specification of Competency Standards
for the Logistics Industry
Unit of Competency

Functional Area - Cargo Transport and Handling

Title	Receive and deliver general air cargo
Code	LOAFCT201B
Range	This unit of competency is applicable to all logistics companies. Frontline staff should verify the information, quantity, document and carriage requirements on cargo are consistent with information submitted previously, for air cargo delivery activities their companies involved. Practitioners should be capable to complete procedures of receiving and delivering air cargo.
Level	2
Credit	3 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Possess basic knowledge of receiving air cargo</p> <ul style="list-style-type: none"> • Understand specific knowledge of air cargo, including: <ul style="list-style-type: none"> ○ Air cargo handling procedure ○ General package names and materials ○ Understand markings and labels ○ Name and code of airport and country of designation ○ Distinguish general cargo, special cargo and dangerous cargo • Understand necessary import/export documents and records <p>2. Documents for receiving air cargo</p> <ul style="list-style-type: none"> • Check cargo space or freight service booking record • Complete cargo checklist • Visually inspect whether the appearance of cargo is consistent with document information • Collect and put on record the import/export documents provided by the customer • Collect freight charges, storage charges and other related fees from the customer • Follow the procedures to check and receive the cargo and documents, to sign or seal, or to conduct necessary verification procedures • Verify the signs and labels on the cargo, and check the quantity of cargo according to the air waybill; deliver the cargo to the consignee and request the consignee to sign the necessary documents to acknowledge the receipt of cargo • Check whether the information on the document is consistent with the cargo • Communicate with superior and relevant parties if there are any special situations
Assessment Criteria	<p>The integrated outcome requirement of this unit of competency is:</p> <ul style="list-style-type: none"> • Capable to complete correct procedures of receiving and delivering air cargo according to company's procedures and requirements
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