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

Functional Area - Cargo Transport and Handling

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| Title | Implement cargo loading/unloading procedures |
| Code | LOAFCT216B |
| Range | This unit of competency is applicable to logistics companies related to air freight. Practitioners should be capable to load the cargo on or unload from the transportation, under supervision during the transporting air cargo according to instructions. |
| Level | 2 |
| Credit | 6 （For Reference Only） |
| Competency | Performance Requirements<br>1. Knowledge of air cargo loading / unloading<br><br>• Understand the role and responsibilities of the company in cargo handling process<br>• Understand the coordination of means of transport, aircraft type, aircraft unit load device, pallet and air freight loading/unloading equipment. For example, different aircraft unit load device and equipment are used by different types of enterprise with different cargo handling volume<br>• Understand the influence of weather on the work<br>• Understand steps and work flow of handling air freight document<br>• Understand cargo loading/unloading process<br>• Understand working environment and safety measures for loading and unloading air cargo<br>• Understand requirements for air cargo package<br><br>2. Implement air cargo loading / unloading<br><br>• Drive or mobilize loading/ unloading equipment and transport tools to designated loading bay or logistics site to standby<br>• Drive or mobilize transport tools or cargo need to be carried<br>• Check whether the appearance, quantity, labels and package marking of the air cargo are appropriate<br>• Handle the cargo manually or with loading/unloading equipment<br>• Stack safely the unloaded bulk cargoes<br>• Check the cargo with the loading/unloading list and documents and check from its appearance whether it is the cargo to be loaded<br>• Complete necessary forms or checklist to record details of the loading/unloading activities<br>• Deliver the unloaded cargo to temporary storing place, such as entrance of the cargo terminal or apron cargo transhipment area, for temporary storage or break-bulk process<br>• Send relevant flight or cargo accompanied documents to personnel concerned for further processing<br>• If there are any doubts, inform superior to handle |
| Assessment Criteria | The integrated outcome requirements of this unit of competency are:<br><br>• Capable to use suitable loading/unloading equipment to complete cargo loading/unloading work and record the process according to company's guidelines and superior's supervision;<br>• Capable to complete air cargo loading/unloading work safely and effectively according to the guidelines and supervision; and |

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| | • Capable to complete cargo loading/unloading from aircraft within designated period of time according to airline's instructions if the work is to be conducted at the apron so as to reduce the parking and delaying time of aircraft at the apron |
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| Remark | |