

Specification of Competency Standards
for the Logistics Industry
Unit of Competency

Functional Area - Cargo Transport and Handling

Title	Implement procedures of receiving and delivering air cargo
Code	LOAFCT218B
Range	This unit of competency is applicable to logistics companies related to air freight. Practitioners should be capable to deliver cargo to the consignee of the next process after receiving it from the carrier or its agent; or arrange transportation to receive the cargo from the shipper or its agent, or from the carrier of the last process, and deliver the cargo to the carrier of the next process.
Level	2
Credit	3 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Possess basic knowledge of receiving and delivering air cargo</p> <ul style="list-style-type: none"> • Possess special knowledge of air cargo, including: <ul style="list-style-type: none"> ○ Basic procedures of air cargo handling ○ General package names and materials ○ Understand the markings and labels ○ Name and code of airport and country of destination ○ Differentiate general goods, special goods and DG • Understand import/export documents required and their record • Understand the characteristics of the modes of transport • Understand the layout, access, traffic control, loading/unloading area, waiting zone, entrance/exit and traffic lane, height and weight limitation, etc. of the place of delivery • Understand the traffic management, restrictions on parking and vehicle category, car park arrangements and fees, etc. of the place of delivery • Understand the security arrangements of the place of delivery and relevant supporting documents • Understand the proofs provided by the consignee or shipper for cargo delivery or receipt, and relevant procedures • Understand the working environment and safety measures for cargo delivery and loading • Understand the handling of irregularity found and happened during the transaction • Understand the handling of violations found and happened during the transaction <p>2. Implement air cargo receipt and delivery</p> <ul style="list-style-type: none"> • Receive instructions to perform air cargo receipt and delivery according to superior's instruction, and obtain relevant documents and information on procedures required and time window for delivery • Read the documents and instruction; master the traffic condition, time for loading/unloading and waiting, etc. with reference to the place of delivery or receipt and the cargo volume • Consider whether the delivery or receiving procedure can be completed as scheduled under general circumstances; inform superior in advance if not so • Arrange or drive the vehicle or means of transport to designated place of delivery/collection • Verify information on the document with that shown on the cargo and check whether the quantity is correct • Visually check the package and appearance of the cargo to see if there are and irregularities • Record the transport details and irregularities

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	<ul style="list-style-type: none">• Perform the delivery procedure and exchange documents• Implement procedures of handling special incidents or mistakes according to company's operational guidelines
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none">• Capable to perform cargo delivery and exchange relevant documents under supervision according to company's operational guidelines; and• Capable to point out mistakes before loading/unloading the cargo to the means of transport, refuse to receive or deliver the cargo as instructed by superior, and arrange for remedy or wait for superior's instructions
Remark	