

Specification of Competency Standards
for the Logistics Industry
Unit of Competency

Functional Area - Cargo Transport and Handling

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| Title | Arrange cargo to and from air cargo terminals |
| Code | LOAFCT219B |
| Range | This unit of competency is applicable to air freight forwarders or shippers. Practitioners should be capable to arrange cargo to and from air cargo terminals properly. |
| Level | 2 |
| Credit | 3 (For Reference Only) |
| Competency | <p>Performance Requirements</p> <p>1. Possess the knowledge of the operation of transporting cargo to and from air cargo terminals</p> <ul style="list-style-type: none"> • Know about airfreight's basic work flow and procedures • Know about the general procedures and precautions in the delivery of air cargo • Know about factors affecting the time for transporting cargo to and from air cargo terminals such as customs, different countries or airlines' requirements, security inspection, etc. • Know about factors affecting the method of transporting and handling cargo such as volume, type, etc. • Understand the working environment and safety measures for transporting, loading and unloading cargo • Understand the legal obligation being legal party on behalf of customers <p>2. Arrange cargo to and from air cargo terminals</p> <ul style="list-style-type: none"> • Follow the procedure to make an appointment with the airline to obtain an arrival notice to collect cargo • Prepare suitable and sufficient documents • Inform the consigner or its agent when and where the cargo will arrive at the terminal for inspection according to cargo's carriage category, such as prepackaged or bulk cargo • Arrange trucks to carry the cargo, or load devices or pallets for prepackaged goods • Deliver cargo to specific area of the air cargo terminal according to different cargo volume and types • Go to relevant airline to go through the formalities for consignment or cargo collection according to procedures and instructions • Establish cross-check system before the jobs assignment |
| Assessment Criteria | <p>The integrated outcome requirement of this unit of competency is:</p> <ul style="list-style-type: none"> • Capable to arrange under instruction cargo delivery to cargo terminals or cargo collection from terminals properly according to different freight conditions and company's operational procedures |
| Remark | |