

Specification of Competency Standards
for the Logistics Industry
Unit of Competency

Functional Area - Cargo Transport and Handling

Title	Validate the courier and express transport document
Code	LOAFCT225B
Range	This unit of competency is applicable to all kinds of logistics operators and courier and express companies. Practitioners are capable to validate the documents submitted by customers for courier and express cargo transactions and ensure that these documents can meet the requirements of importing and exporting countries or relevant regulatory requirements of government departments and associations.
Level	2
Credit	6 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Understand the general requirement of the courier and express documentation</p> <ul style="list-style-type: none"> • Possess the basic knowledge and working procedure of courier and express • Understand all documents including: <ul style="list-style-type: none"> ○ Packing list ○ Commercial invoice ○ Import/export permit ○ Import/export Quota document ○ Certificate of origin ○ Certificate of inspection ○ Others Import/export documents <p>2. Validate relevant documents</p> <ul style="list-style-type: none"> • Validate relevant documents including: <ul style="list-style-type: none"> ○ Details of trader ○ Service selection and destination ○ Declared quantity, weight and measurement ○ Declared details of commodities and cargo value ○ Incoterms of the documents ○ Confirmation and quantity of import/export permit for other documents ○ Completed details of consignee and delivery address ○ Details of recipient ○ Any suspects, related messages and their violation of rules ○ Internal management as per company's procedure • Establish transaction record with all collected cargo documents • Provide flight information, message and transport documents to customers • Issue payment receipt and credit invoice as per company's procedure
Assessment Criteria	<p>The integrated outcome requirement of this unit of competency is:</p> <ul style="list-style-type: none"> • Capable to validate the import/export documents in courier and express transaction as per company's procedure
Remark	