

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

Functional Area - Cargo Transport and Handling

Title	Warehouse and storage arrangement of courier and express cargo
Code	LOAFCT231B
Range	This unit of competency is applicable to freight forwarders, courier and express companies and logistics service providers. Practitioners should be capable to manage the warehouse and storage of courier and express cargo transaction, and minimise loss according to the company's requirement.
Level	2
Credit	3 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Possess the basic knowledge of courier and express cargo warehouse and storage</p> <ul style="list-style-type: none"> <li>• Know about different types and characteristics of courier and express cargo</li> <li>• Know about different types of classification of courier and express cargo and relevant storage requirements of individual</li> <li>• Know about the packaging, labeling and markings requirements for courier and express cargo as per company's policy</li> <li>• Understand the courier and express cargo hub procedure, restrictions and requirement like cargo storage and time limit, aviation industry's freight operation standard, etc.</li> <li>• Understand relevant legislative and regulatory requirement of different associations and government departments</li> </ul> <p>2. Arrange for courier and express cargo warehouse and storage</p> <ul style="list-style-type: none"> <li>• Receive cargo as per daily receiving information and check the cargo condition against documents</li> <li>• Prepare the storage location as per cargo specification</li> <li>• Prepare and complete documents and input information of cargo document in the warehousing management system</li> <li>• Implement the sorting, storage, labeling and other requirements of goods, according to the company's procedures and policies, and the guidelines and key performance indicators</li> </ul>
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> <li>• Capable to manage the courier and express cargo warehouse, storage management; and</li> <li>• Capable to arrange cargo operations in cargo hub as per company's procedure and policy.</li> </ul>
Remark	