

Specification of Competency Standards
for the Logistics Industry
Unit of Competency

Functional Area - Cargo Transport and Handling

Title	Deliver and receive DG (Dangerous Goods)
Code	LOAFCT308B
Range	This unit of competency is applicable to air freight forwarders or air cargo terminals for the delivery of imported DG by the shippers or the handling of imported/exported DG by relevant companies. Practitioners should be capable to implement the DG examination and delivery procedures safely according to company procedures and requirements.
Level	3
Credit	6 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Possess basic knowledge of DG handling</p> <ul style="list-style-type: none"> • Understand the import / export procedures for DG • Possess the knowledge of handling safety of DG • Understand the requirement of related regulatory requirement of HKSAR and relevant associations • Participate and attend proper training and workshops required • Regular update from regulatory parties and introduce to the company to comply with • Possess basic knowledge of DG handling, including: <ul style="list-style-type: none"> ○ Classification of DG ○ Requirements for DG storage ○ Characteristics of DG ○ Markings and labels of DG ○ Documents required for the carriage and storage of DG • Understand the responsibilities of carriers and its agent on restrictions on the carriage of DG <p>2. Deliver DG</p> <ul style="list-style-type: none"> • Ensure all regulatory requirement is compiled by all involved staff with valid license and/or certification • Procedure in place in accordance to the regulatory requirement with updated forms and documents • Visually check the package, markings and labels of the DG <ul style="list-style-type: none"> ○ Point out the insufficiencies or mistakes found in the package and information provided for the DG • Examine the documents required for DG delivery <ul style="list-style-type: none"> ○ When delivering DG, based on the checklist provided by the organisation to check whether all the necessary documents, such as the shipper's declaration, are available and completed properly ○ Point out any mistakes or errors found in the content of the documents ○ Refuse to receive the DG as instructed by superior • Complete the necessary procedures for DG delivery <ul style="list-style-type: none"> ○ Record on the document officially the information about receiving or refusing to receive the DG and relevant information ○ Notify people concerned whether the carriage or delivery of DG is accepted ○ Instruct the staff correctly to deliver the DG to or pick it up from the designated storing place ○ If any suspicions are found during the handling process, inform superior immediately

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	<p>3. Professionalism in handling DG</p> <ul style="list-style-type: none">• Complete the delivery procedures for DG according to company's and legal requirements
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none">• Capable to implement the visual inspection on DG and delivery procedures safely according to company's pre-set procedures and requirements;• Capable to point out the insufficiencies or mistakes found in the package and information provided for the DG in question; and• Capable to complete the circulation and filing of relevant documents
Remark	