

Specification of Competency Standards
for the Logistics Industry
Unit of Competency

Functional Area - Smart Logistics

Title	Check express waybill filled by customer
Code	LOAFEL201B
Range	This unit of competency is applicable to express companies. Practitioners should be capable to check the content and items in the express delivery waybill according to company's procedures or checklist in order to facilitate the delivery process.
Level	2
Credit	3 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Possess basic knowledge of express delivery waybill</p> <ul style="list-style-type: none"> • Understand the functions, content and form of express waybill • Understand the responsibilities and obligations of the sender, the express company and the receiver • Understand the import/export tariffs and procedures • Understand the functions and content of delivery notice (DN) • Understand types of prohibited and restricted articles or non-acceptable articles • Know the definition of express package and parcel and reasons for export • Know about the harmonized commodity code for the cargo <p>2. Check and verify express delivery waybill</p> <ul style="list-style-type: none"> • Verify sender's account information • Check the cargo type, or whether it has additional insurance requirements or permit • Check that the shipper has given sufficient information • Check the payment method or whether the charges are paid by other people • Examine the volume, weight, size and quantity of the cargo • Verify the destination and its postal code and address • Verify the commercial invoice or proforma invoice and number of their copies, other supporting documents for export issued by the shipper • Verify the consistency between the information in the invoice issued by the shipper and that of the express waybill • Check the requirements on the import/export tariffs insurance • Visually check whether the parcel and package are consistent with the descriptions supplied • Input the express waybill information in the information system • Keep documents on file
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> • Capable to understand the meaning of all information filled in the express waybill and the process of handling express waybill; and • Capable to point out obvious mistakes, unclear areas, inconsistencies and lack of information in the express waybill and documents attached.
Remark	