

Specification of Competency Standards
for the Logistics Industry
Unit of Competency

Functional Area - Smart Logistics

Title	Check air freight shipper's letter of instruction
Code	LOAFEL202B
Range	This unit of competency is applicable to air freight forwarders or airlines. Practitioners should be capable to check the content of the shipper's letter of instructions from the shipper or its agent and handle the shipment.
Level	2
Credit	3 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Possess basic knowledge of air freight shipper's letter of instructions</p> <ul style="list-style-type: none"> • Understand the form and function of shipper's letter of instructions • Understand the characteristics of air cargo • Understand every guideline for completing shipper's letter of instructions • Know about the meaning of all information of the shipper's letter of instruction • Know about the documents used in the air freight process • Know about procedures for amendment of shipper's letter of instructions <p>2. Check air freight shipper's letter of instructions</p> <ul style="list-style-type: none"> • Examine the content of the shipper's letter of instructions from the shipper or its agent • Examine the consistency between the shipper's letter of instructions from the shipper or its agent and other documents • Examine the declared value, declared customs value, insurance and other shipment instructions for the cargo • Examine the consistency between the cargo and document information • Check whether other documents such as the shipper's declaration for DG are attached • Input relevant data for record • Follow company's operational guidelines and requirements to check whether the cargo meets basic requirements for shipment, and report the checking result to superior
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 in the shipper's letter of instructions and the process of handling shipper's letter of instructions; and • Capable to point out obvious mistakes, unclear areas, inconsistencies and lack of information in the shipper's letter of instructions.
Remark	