Specification of Competency Standards
for the Logistics Industry
Unit of Competency

Functional Area - Smart Logistics

Title	Handle the issuance of the POD (proof of delivery)
Code	LOAFEL203B
Range	This unit of competency is applicable to express companies. Practitioners should be capable to handle the issuance of the proof of delivery to prove that the package has been delivered to the receiver.
Level	2
Credit	3 （For Reference Only）
Competency	Performance Requirements 1. Possess basic knowledge of the POD • Understand the function and form of the POD • Understand the process and procedures for handling express delivery • Understand the procedures for handling the POD • Understand the functions of original and duplicate POD 2. Handle the POD • Inform the receiver to collect package at designated place or deliver the package to the receiver at designated place as agreed • Verify the identity of the receiver and the proof from his company • Examine the consistency between the information of the proof and content of the parcel or package • Prepare suitable proof of delivery for the receiver to sign or request his electronic signature upon collection of package • Send message to the shipper after the delivery of package • Input data of the proof of delivery for account settlement
Assessment Criteria	The integrated outcome requirement of this unit of competency is: • Capable to complete the correct procedures for issuing POD when delivering parcel or package.
Remark	