

Specification of Competency Standards
for the Logistics Industry
Unit of Competency

Functional Area - Import/Export Documentation

Title	Compile air waybill
Code	LOAFIE202B
Range	This unit of competency is applicable to air freight operators. Practitioners should be capable to compile air waybills correctly according to enterprise's procedures and requirements for handling air cargo export.
Level	2
Credit	3 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Possess basic knowledge of air waybill</p> <ul style="list-style-type: none"> • Check that all information in the air freight document is correct, including: <ul style="list-style-type: none"> ○ Date of cargo receipt ○ Shipper and consignor ○ Cargo quantity, weight and volume ○ Packaging, carrier or pallet ○ Final designation airport or location ○ Payment method, freight rates, safety inspection of cargo, local service charges ○ Goods descriptions ○ Flight number and date • Understand the flow of air waybill • Understand special terms and abbreviations used by the regulators in the air waybill and their requirements on air waybill • Know about the classification of air waybill, originals and duplicates as well as the use of different copies, including: <ul style="list-style-type: none"> ○ Functions of different originals and duplicates ○ Circulate different originals and duplicates to relevant people and departments <p>2. Compile air waybill</p> <ul style="list-style-type: none"> • Fill in or input necessary information in the air waybill • Verify the information filled in or input • Print out the air waybill as required • Use the information system to save all master or house air waybills and convert them into terms of evidence for checking, forecast and filing • Put the air waybill on file together with the duplicates of documents, consignment descriptions, consignment record, duplicate of delivery list and document checklist
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> • Capable to complete the procedure of compiling air waybill correctly according to enterprise's procedures and requirements; • Capable to put the air waybill on file together with other necessary documents correctly according to enterprise's procedures and requirements; and • Capable to fill in, print out, keep record of and circulate the air waybill electronically according to company's procedures and requirements
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