

Specification of Competency Standards
for the Logistics Industry
Unit of Competency

Functional Area - Operations Management

Title	Formulate express standard contract terms
Code	LOAFOM505B
Range	This unit of competency is applicable to express companies. It shows in the form of document the general liabilities that are applicable to express operation when handling deliveries for general, non-specific contractual customers. Practitioners should be capable to analyse the processes of express operation systematically and compile applicable terms for formulating express standard contract terms
Level	5
Credit	6 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Possess the relevant knowledge of express standard contract terms</p> <ul style="list-style-type: none"> • Understand the concepts and applications of standard contract terms • Understand the contents and elements of standard contract terms • Know about written law, common law, and international treaties • Understand the responsibilities of various parties under the contract terms • Understand the scope of application of the contract terms • Understand general express operation flow <p>2. Formulate express standard contract terms</p> <ul style="list-style-type: none"> • Refer to other forms of standard contract terms • Refer to the industry's general operation and usual practice, terms set by chamber of commerce, and terms and standards set by regulators • Analyse general express operation flow and customers' responsibilities and obligations in various processes • Determine the clauses, including definition, scope of application, document and customs clearance, charges, delivery terms and delivery processes, cargo acceptance, carriage responsibilities, claims, law, exclusion etc. • Compile clauses • Highlight important clauses to draw customers' attention • Seek advice from lawyers, legal advisors and relevant professionals • Explain the content and purpose of the contract terms to relevant staff of the company with case illustration • Release the content of the contract terms to the internal and external according to the company's mechanism • Maintain the up-to-date knowledge on trade laws and regulation through appropriate training and standard operating procedures • Collect feedback from internal and external, and provide it to relevant associations and governmental departments
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> • Capable to analyse various processes of express operation systematically and the responsibilities of the parties • Capable to formulate standard contract terms used by express operation; and • Capable to collect the most updated trade rules and regulation to ensure the compliance of the company
Remark	This UoC is adopted from the Logistics UoC LOAFOM402A. The QF level is adjusted from Level 4 to Level 5.