

Specification of Competency Standards
for the Logistics Industry
Unit of Competency

Functional Area - Operations Management

Title	Formulate air freight standard contract terms
Code	LOAFOM510B
Range	This unit of competency is applicable to air freight companies. It shows in the form of document the general liabilities that are applicable to air freight operation when handling deliveries for general, non-specific contractual customers. Practitioners should be capable to analyse the processes of air freight operation systematically and compile applicable conditions.
Level	5
Credit	6 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Possess the relevant knowledge of air freight standard contract terms</p> <ul style="list-style-type: none"> • Understand the concepts and applications of standard contract terms • Understand the content and elements of standard contract terms • Know about written law, common law, and international treaties • Understand basic legal terms and jargons to communicate with relevant professionals • Understand the responsibilities of various parties under the contract terms • Understand the scope of application of the contract terms • Understand general air freight operation flow <p>2. Formulate air freight 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 air freight 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 reception, carriage responsibilities, making claims, law, exemption, 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 • Announce the content of relevant contract terms internally and externally according to company's mechanism
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 air freight operation systematically and the responsibilities of the parties; and • Capable to formulate standard contract terms used by air freight operation
Remark	