Specification of Competency Standards
for the Logistics Industry
Unit of Competency

Functional Area - Cargo Transport and Handling

Title	Prepare operational records and data
Code	LOCUCT203B
Range	This unit of competency is applicable to sea freight, air freight and express companies. Practitioners should be capable to record relevant logistics operation and data.
Level	2
Credit	3 （For Reference Only）
Competency	Performance Requirements 1. Possess basic knowledge of operational records and data • Understand the workflow and working procedures of relevant operation, and its upstream and downstream activities • Understand the authority and responsibilities of the operators involved • Understand the procedures of recording data and the forms of presentation • Understand the purpose of data • Understand the key performance indicators and measurement management • Understand the trade jargons, technical terms as well as the Chinese and English abbreviations used in the operation 2. Prepare operational records and data • Find out the main points of recording the operational procedures or data, such as recording the date, time, personnel, in figures or by text, etc. • Select suitable recording methods and instruments • Master the recording procedures • Prepare forms of record for easy reading • Record data and text for preliminary analysis • Comply with the requirement of key performance indicators set by the company • Reflect the areas to enhance the effectiveness of key performance indicators to the company • Consolidate the data for submission of the operational record for superior's reference
Assessment Criteria	The integrated outcome requirements of this unit of competency are: • Capable to record and consolidate relevant data according to the nature, activities and - routine of process; • Capable to submit the operational record for superior's reference; and • Capable to comply with the requirement of key performance indicators to achieve the company's goals
Remark	