

Specification of Competency Standards
for the Logistics Industry
Unit of Competency

Functional Area - Cargo Transport and Handling

Title	Evaluate and calculate workload for cargo handling
Code	LOCUCT402B
Range	This unit of competency is applicable to all maritime transport, air transport and express companies. Practitioners should be capable to evaluate workload for cargo handling based on the information on cargo volume and service requirements so that corporate resources can be used effectively.
Level	4
Credit	6 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Possess the knowledge of evaluating and calculating workload for cargo handling</p> <ul style="list-style-type: none"> • Understand different types of cargo handling • Understand cargo handling methods, such as handling manually or with the aid of machines • Understand the workflow and procedures of cargo handling • Understand the requirements relevant to the industrial standards, occupational safety and health, code of practice, etc. and legal requirements on manpower and working hours • Understand corporate guidelines on manpower deployment • Understand the work specification and idle time and any difficulty/barriers/potential constraint during cargo handling • Understand the lead time of each operations handling steps and how they related each other • Understand the factors affecting work efficiency, such as weather, cargo type, team structure, etc. <p>2. Evaluate and calculate workload for cargo handling</p> <ul style="list-style-type: none"> • Obtain information about cargo handling volume, cargo type and deadline, etc. • Evaluate time required for each procedure according to the workflow and the difficulty of each process • Formulate work plans according to the cargo volume, number of work points, the supply of equipment and auxiliary machinery, etc. • Evaluate manpower supply and its limitation • Establish process capability and measurement management system • Evaluate the number and types of workers needed according to the work plan • Negotiate with the management if it is evaluated that the work could not be finished on time • Provide feedback mechanism to allow cross functional, departmental and levels comment can be collected and analysed effectively
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> • Capable to calculate the workload according to the cargo volume needed to be handled and the logistics services required; • Capable to provide data for evaluation of manpower and equipment needs so as to finish handling the cargo volume and provided the logistics services as required; and • Capable to measure and analyse the efficiency and effectiveness of cargo handling and enhance to achieve company's goals
Remark	