

Specification of Competency Standards
for the Logistics Industry
Unit of Competency

Functional Area - Cargo Transport and Handling

Title	Manage quarantine procedures
Code	LOCUCT404B
Range	This unit of competency is applicable to accredited personnel of logistics service providers. Practitioners should be capable of managing quarantine procedures with reference to the relevant accreditation and regulation.
Level	4
Credit	6 (For Reference Only)
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> 1. Possess the knowledge of quarantine procedure <ul style="list-style-type: none"> • Know about quarantine procedure • Understand relevant regulatory requirements • Understand company policy and procedures • Know about the list of qualified treatment providers and their performance 2. Assess a packing declaration <ul style="list-style-type: none"> • Check packing declaration to confirm whether or not it contains acceptable straw, timber and bark declarations in accordance with the relevant regulatory requirements • Check packing declaration to confirm that all other critical information is present as detailed in the relevant document and regulation 3. Assess a treatment certificate <ul style="list-style-type: none"> • Check treatment certificate to confirm whether or not the treatment provider is acceptable • Check treatment certificate to confirm all critical fields are present, correct and legible as detailed in the relevant document and regulation • Check treatment certificate to confirm the treatment, dosage and duration is acceptable and in accordance with the relevant document and regulatory requirements 4. Convert quantities detailed in treatment certificatescertificates <ul style="list-style-type: none"> • Check quantities of fumigants stated in a treatment certificate as being used to treat a given volume of material • Where necessary, carry out required conversions to ensure the quantity of fumigant and volume of material are at the correct dosage 5. Confirm that all non-commodity documentation is valid linked and meets the relevant requirements <ul style="list-style-type: none"> • Verify information contained in packing declarations and treatment certificate as containing a linking consignment identifier or numerical link to the shipment in accordance with the relevant document 6. Confirm that all commodity documentation is valid and meets the relevant requirements <ul style="list-style-type: none"> • Determine information and documentation required for assessment in accordance with the relevant document • Assess documentation to determine if the commodity is in scope as required by the relevant document

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	<ul style="list-style-type: none"> • Ensure documentation contains linkage to the consignment as required by the relevant document • Assess documentation with reference to the relevant documents requirements <p>7. Ensure that all documentation and records are completed and correctly retained</p> <ul style="list-style-type: none"> • Maintain all principal documentation and records of cleared imports including all relevant shipping documents, packing declarations, bills of lading, etc. • Perform housekeeping of relevant documents properly and filing period as per relevant regulatory requirement separately for commodity documents and non-commodity documents • Establish filing system that can access the record by non-operation personnel • Advise customers that related authority may call up this documentation during any audit
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> • Capable of identifying and interpreting the quarantine regulations; • Capable of confirming accreditation status for container clearance; • Capable of assessing packing declaration; • Capable of assessing treatment certificate; • Capable of converting quantities detailed in treatment certificates; and • Capable of identifying that all relevant documentation is valid and meets all requirements
Remark	