

Specification of Competency Standards
for the Logistics Industry
Unit of Competency

Functional Area - Import/Export Documentation

Title	Handle the documents for DG (Dangerous Goods), prohibited goods and dutiable commodities
Code	LOCUIE203B
Range	This unit of competency is applicable to sea freight, air freight, and express operators. Practitioners should be capable to understand the processes of handling special imported, exported or re-exported goods (such as DG, prohibited goods and dutiable commodities), and to handle the goods and relevant documents efficiently.
Level	2
Credit	6 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Possess basic knowledge of handling DG, prohibited goods and dutiable commodities</p> <ul style="list-style-type: none"> • Understand the government departments responsible for controlling the import, export or re-export of goods, and relevant legislations • Understand the document flow related to the import, export and re-export of DG, prohibited goods and dutiable commodities • Understand the types and use of documents related to the import, export and re-export of DG, prohibited goods and dutiable commodities, and the information to be provided in the document • Understand the customs clearance procedures and the work procedures of air cargo terminals, terminals and bonded warehouses, and their requirements for documents • Understand the possible consequences of negligence, errors or omissions • Understand the rights and obligations of the stakeholders in the process of handling the import, export and re-export of prohibited goods • Understand the classifications, characteristics, names and abbreviations of DG • Understand the types of prohibited goods • Understand the types of dutiable commodities • Understand the different practices in sea freight, air freight and land transport when handling the documents for the import, export and re-export of controlled goods and dutiable commodities • Understand the latest information and requirements from various management departments and associations • Understand the aims of controlling the import, export or re-export of goods • Understand the processes related to the import, export and re-export of DG, prohibited goods and dutiable commodities • Understand the updated and change of relevant regulatory requirement <p>2. Implement the processes of handling documents for DG, prohibited goods and dutiable commodities</p> <ul style="list-style-type: none"> • Demand from shippers the required documents or information on prohibited goods • Apply to relevant departments for permits or proofs and documents according to law (Dangerous Good Ordinance, Cap 295 and related regulations) or requirements • Check whether the cargoes are consistent with the information provided in the freight documents • Check whether the information provided in the documents is consistent with the description on the packing and label • Use a checklist for verification • Send the documents to relevant organisations or persons or file the documents according to required procedures (Example: provide manifest, DG Declaration and MSDS)

Specification of Competency Standards
for the Logistics Industry
Unit of Competency

Functional Area - Import/Export Documentation

	<ul style="list-style-type: none"> • Inform the departments responsible for cargo supervision, transportation and storage or contractors about the processing of DG, prohibited goods and dutiable commodities according to required procedures • Make a list of the DG for submission to relevant persons or organisations, such as the flight captain, the ship master, relevant government departments and the port authority • Obtain permits from regulated organisations according to required procedures, such as dangerous cargo safe stowage certificate • Send the documents to relevant staff of the Customs and Excise Department, air cargo terminals, wharfs, bonded warehouses or the company according to procedures • Understand the remedial actions and consult the appropriate personnel or advise relevant persons to take contingency measures if there are errors and omissions in the documents • Establish change of SOP in according to the new relevant regulatory requirement and key performance indicator to measure the compliance of operation <p>3. Report and audit</p> <ul style="list-style-type: none"> • Provide appropriate filing system and time line according to the requirement and policy of the company and related regulation • Submit non-compliance report such as vessel delay, permit expiry • Submit proposal to the company for effective document management and audit to avoid and minimise punishment of related regulatory departments and associations
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> • Capable to describe the processes of handling documents for DG, prohibited goods and dutiable commodities; and • Capable to handle errors and omissions in the processes, and to take remedial actions and advise relevant persons according to procedures.
Remark	This UoC is adapted from the Logistics UoCs LOCUIE203A and LOCUIE209A.