Functional Area - Import/Export Documentation

Title	Handle import/export or re-export documents
Code	LOCUIE206B
Range	This unit of competency is applicable to freight forwarders and logistics firms engaged in sea freight and air freight. Practitioners should be capable to compile relevant import/export or re-export documents for customers so as to facilitate logistics and trading activities.
Level	2
Credit	3 （For Reference Only）
Competency	Performance Requirements 1. Possess basic knowledge of import/export or re-export documents • Understand the types and use of trade documents • Understand the legal requirement and company policy • Understand special cargo handling requirement and company requirement and supervision requirement • Understand the common usage of market jargons, code, abbreviations and their meaning • Understand the time and fee required for handling import/export or re-export documents • Understand the processes of air cargo transport and basic knowledge • Understand the different system and update like Trade Single Window 2. Handle relevant documents 3..1 Export • Obtain and verify all required export documents (e.g., commercial invoice, import/export permit, import/export license) with reference to delivery procedure • Verify the air freight documents (e.g., destination, cargo quantity, cargo weight and dimension, commodity and product value, payment terms) • Handle booking request and issue relevant documents (e.g., booking confirmation or pickup notification) • Ensure SOP/quotation and valid agreement have been signed with shipper/consignee/customers • Fill in or input the required information with reference to delivery procedure and operations guidelines and submit documents (or electronic documents) to relevant parties or government agents for export declaration • Issue relevant transport documents (e.g., House Air Waybill) • Send, receive and complete relevant documents (in electronic format or hard copy) • Issue invoice for payment collection and issue relevant transport documents (e.g., House Air Waybill) to shipper • Complete and input all data in the required system like Tradelink, Oneport, Trade Single Window 4..2 Import • Receive information, pre-alert and other notice from origin agents/offices • Send arrival notice to consignee or notify parties or any parties who involved in SOP • Check and confirm all import document on their correctness and ready to submit by customers • Prepare cargo delivery and report irregularity (if any) • Collect and check relevant import documents, and handle cargo release

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	• Complete and input all data into relevant systems (like Tradelink, Oneport, Trade Single Window) 5..3 Re-export • Co-ordinate with origin port agent/offices to arrange transshipment cargo via Hong Kong according to the company's policy and procedure • Prepare relevant import/export documents • Apply general import/export transaction according to the relevant requirement • Complete and input all data into relevant systems (e.g. Tradelink, Oneport, Trade Single Window)
Assessment Criteria	The integrated outcome requirements of this unit of competency are: • Capable to understand the required trade documents for freight order; • Capable to complete the process of receiving and issuing import/export or re-export documents properly; and • Capable to identify the errors and omissions in import/export or re-export documents and make corrections accordingly
Remark	This UoC is adapted from the Logistics UoCs LOCUIE206A, LOAFIE201A, LOSAIE201A and LOSAIE203A.