

Specification of Competency Standards
for the Logistics Industry
Unit of Competency

Functional Area - Import/Export Documentation

Title	Understand different trading modes and their requirements on import, export and re-export documents
Code	LOCUIE301B
Range	This unit of competency is applicable to different kinds of logistics companies. Practitioners should be capable to understand different trading modes and their requirements on import, export and re-export documents.
Level	3
Credit	6 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Possess basic knowledge of different trading modes</p> <ul style="list-style-type: none"> • Understand the concepts of different trading modes, including import/export, re-export, various types of processing trade, compensation trade, trading between Taiwan and mainland China, e-trade, etc. • Know about the trading mode of the Mainland China and its customs system • Understand specific logistics processes involved in different trading modes, such as custom's supervision, warehousing arrangement, bonded arrangement, customer transfer arrangement, customer seal, joint inspection, etc. • Understand freight process and documentation involved in different trading modes • Understand organisations and government departments involved in different trading modes <p>2. Handle documents for different trading modes</p> <ul style="list-style-type: none"> • Collect documents required from the shipper or its agent, such as agreement for transaction or processing, invoice, import, export or re-export permit and document, etc. • Prepare freight documents to be issued by the company • Check the documents according to the checklist • Request the consignee to issue an appropriate and valid receipt for goods • Prepare and handle customs clearance and declaration documents • Prepare appropriate documents for storage, picking and delivery of cargoes under supervision according to the needs of the organisations or departments • Obtain documents from customers and other companies or departments within required time frame as per relevant regulatory requirement • Submit documents required by the organisations or departments • Establish check list and SOP for the operations to follow with time bar
Assessment Criteria	<p>The integrated outcome requirement of this unit of competency is:</p> <ul style="list-style-type: none"> • Capable to handle import, export or re-export documents correctly according to different trading needs.
Remark	