

Specification of Competency Standards
for the Logistics Industry
Unit of Competency

Functional Area - Operations Management

Title	Prepare checklists for operational processes
Code	LOCUOM202B
Range	This unit of competency is applicable to all sea freight, air freight and express operators. Practitioners should be capable to prepare checklists for major daily logistics and transport activities and procedures to facilitate supervision and recording of the activities.
Level	2
Credit	3 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Possess basic knowledge of preparing checklists</p> <ul style="list-style-type: none"> • Understand the use and functions of checklist • Understand the routine workflow and working procedures of logistics activities • Understand the check point of the procedures and put control path • Understand the requirement of the customers/company/trade specification and create control path • Master the application of software and hardware for preparing checklists • Master the working procedures of basic computer operation <p>2. Prepare checklists for operational procedures</p> <ul style="list-style-type: none"> • Master the routine workflow and working procedures of logistics activities to be checked • Suggest on objective and feasible measuring methods and recording procedures • List out special procedures or items to be checked • Compile suitable checklists that are easy to read and do not disturb the recording procedure • Master the electronic checklist and computer input • Consider the actual situation and the needs of internal exchange and circulation of the checklists, and write down on the checklist all items that need to be recorded, such as items checked, particulars of the personnel filling out the checklist, time, place, circulation procedures, multi-copy design, etc. • Create check point and standard • Create appropriate management for delay, missing and illogical input of information and data
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> • Capable to suggest on objective and feasible methods to measure or record logistics procedures; and • Capable to compile checklists for respective logistics and transport activities to facilitate the recording of the activities.
Remark	