

Specification of Competency Standards
for the Logistics Industry
Unit of Competency

Functional Area - Quality Management

Title	Implement environmental management procedures
Code	LOCUQM303B
Range	This unit of competency is applicable to all logistics companies. Practitioners should be capable implement environmental management duties based on the quality management system of transport and logistics services, and be capable to assist in controlling and supervising the procedures of environmental management work flow, as well as the monitoring and recording of environmental performance.
Level	3
Credit	6 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Possess the knowledge of environmental management system and environmental validation</p> <ul style="list-style-type: none"> • Understand the concepts of environmental management • Understand the company's environmental system • Understand the impact of the work flow of environmental management on environment • Understand the work flow of and environmental requirements for transport and logistics services, including international, national and local legal control, code of practice, standards and specifications, etc. • Understand the format and emphasis within the content of the environmental performance record of transport and logistics services • Understand the new and upcoming policies in environment protection for the company to establish short, mid and long terms strategies and budget in this specific area • Master the use of common environment monitoring instruments for the transport and logistics industry • Master basic statistical and data processing techniques <p>2. Implement environmental management work and monitoring procedures</p> <ul style="list-style-type: none"> • Understand the environmental management work flow and requirements regarding transport and logistics, and relevant international standards • Carry out relevant environmental management work and monitoring procedures for transport and logistics services under supervision according to the company's instructions and relevant international specifications • Carry out environmental performance assessment and record the results according to procedures and requirements • Fill out the test report according to procedures and requirements • Set up file management and control system • Timely report to superiors and relevant units any problems related to environmental performance • Participate conference organised by the relevant departments and associations to obtain updated policies and future development trend • Develop internal mechanism to strengthen the awareness and compliance of the requirement in all levels of staff.
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> • Capable to accurately follow instructions and relevant international standards to carry out environmental management work and monitoring procedures; • Capable to carry out environmental performance assessment, record the results and fill out assessment reports according to procedures and requirements; and

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	<ul style="list-style-type: none">• Capable to systematically maintain files and records of environmental management system.
Remark	