

Specification of Competency Standards for the Logistics Industry
Unit of Competency

1. Title	Prepare operational records and data
2. Code	LOCUCT203A
3. Range	This unit of competency is applicable to sea freight, air freight and express companies. Practitioners should be capable to record relevant logistics operation and data.
4. Level	2
5. Credit	3 (for reference only)
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Basic knowledge of operational records and data</p> <ul style="list-style-type: none"> ◆ Understand the workflow and working procedures of relevant operation, and its upstream and downstream activities ◆ Understand the authority and responsibilities of the operators involved ◆ Understand the trade jargons, technical terms as well as the Chinese and English abbreviations used in the operation ◆ Understand the procedures of recording data and the forms of presentation ◆ Understand the use of data <p>6.2 Prepare operational records and data</p> <ul style="list-style-type: none"> ◆ Find out the main points of recording the operational procedures or data, such as recording the date, time, personnel, in figures or by text, etc. ◆ Select suitable recording methods and instruments ◆ Master the recording procedures ◆ Prepare forms of record for easy reading ◆ Record data and text for preliminary analysis

	<p style="text-align: center;">◆ Consolidate the data for submission of the operational record for superior's consideration</p>
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> (i) Capable to record and consolidate relevant data according to the nature, activities and regularity of the working procedures; and (ii) Capable to submit the operational record for superior's consideration.
8. Remarks	