Specification of Competency Standards for the Logistics Industry
Unit of Competency

1. Title	Verify the required proofs and documents according to freight needs
2. Code	LOCUIE202A
3. Range	This unit of competency is applicable to freight forwarders and logistics firms relevant to sea freight and air freight services. Practitioners should be capable to verify the required proofs and documents according to freight needs.
4. Level	2
5. Credit	9（for reference only）
6. Competency	Performance Requirements 6.1 Basic knowledge of verifying documents ♦ Understand the required types of documents ♦ Understand the factors affecting the required types of documents, such as the country of destination, places of transhipment and types of cargoes ♦ Understand the provider of documents and the source of the information ♦ Understand the types of documents submitted by shippers ♦ Understand the importance of providing accurate information ♦ Understand the responsibility of the document-issuing officer 6.2 Verification of proofs and documents ♦ Check whether the proofs and documents are sufficient ♦ Identify the source of the information provided in the proofs and documents, such as shipping orders and purchase orders

		♦ Verify the consistency or compatibility of the information provided in the proofs and documents
		♦ Check whether the identity of the issuers of the proofs and documents is correct
		♦ Check whether the proofs and documents are signed, endorsed or confirmed by the shipper
		♦ Take note of special terms and instructions, such as the settlement of freight charges
		♦ Check whether the required types and quantity of documents are sufficient if a letter of credit is involved
		♦ Check whether the information provided in the freight documents meets the requirements of the letter of credit
		♦ Check whether the deadline stated in the document would have an impact on financial arrangements
7. Assessment Criteria	The integrated outcome requirement of this unit of competency is: (i) Capable to verify the required proofs and documents according to freight needs.	
8. Remarks		