

Specification of Competency Standards for the Logistics Industry

Unit of Competency

1. Title	Handle the documents for dangerous goods, prohibited articles and dutiable commodities
2. Code	LOCUIE203A
3. Range	This unit of competency is applicable to sea freight, air freight, and express operators. Practitioners should be capable to understand the processes of handling special imported, exported or re-exported goods (such as dangerous goods, prohibited articles and dutiable commodities), and to handle the goods and relevant documents efficiently.
4. Level	2
5. Credit	6 (for reference only)
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Basic knowledge of handling dangerous goods, prohibited articles and dutiable commodities</p> <ul style="list-style-type: none">◆ Understand the aims of controlling the import, export or re-export of goods◆ Understand the government departments responsible for controlling the import, export or re-export of goods, and relevant legislations◆ Understand the processes related to the import, export and re-export of dangerous goods, prohibited articles and dutiable commodities◆ Understand the document flow related to the import, export and re-export of dangerous goods, prohibited articles and dutiable commodities◆ Understand the types and use of documents related to the import, export and re-export of dangerous goods, prohibited articles and dutiable commodities, and the information to be provided in the documents

		<ul style="list-style-type: none"> ◆ Understand the work procedures of the Customs and Excise Department, air cargo terminals, terminals and bonded warehouses, and their requirements for documents ◆ Understand the possible consequences of negligence, errors or omissions ◆ Understand the rights and obligations of the stakeholders in the process of handling the import, export and re-export of prohibited goods ◆ Understand the classifications, characteristics, names and abbreviations of dangerous goods ◆ Understand the types of prohibited articles ◆ Understand the types of dutiable commodities ◆ Understand the different practices in sea freight, air freight and land transport when handling the documents for the import, export and re-export of controlled goods
	<p>6.2 Implement the processes of handling documents for dangerous goods, prohibited articles and dutiable commodities</p>	<ul style="list-style-type: none"> ◆ Demand from shippers the required documents or information on prohibited goods ◆ Apply to relevant departments for permits or proofs and documents according to law or requirements ◆ Check whether the cargoes are consistent with the information provided in the freight documents ◆ Check whether the information provided in the documents is consistent with the description on the packing and label

	<ul style="list-style-type: none">◆ Use a checklist for verification◆ Send the documents to relevant organizations or persons or file the documents according to required procedures◆ Inform the departments responsible for cargo supervision, transportation and storage or contractors about the processing of dangerous goods, prohibited articles and dutiable commodities according to required procedures◆ Make a list of the dangerous goods for submission to relevant persons or organizations, such as the flight captain, the ship master, the Customs and Excise Department and the port authority◆ Obtain permits from regulated organizations according to required procedures, such as dangerous cargo safe stowage certificate◆ Send the documents to relevant staff of the Customs and Excise Department, air cargo terminals, wharfs, bonded warehouses or the company according to procedures◆ Understand the remedial actions and consult the appropriate personnel or advise relevant persons to take contingency measures if there are errors and omissions in the documents
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7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: <ul style="list-style-type: none"><li data-bbox="386 293 1481 432">(i) Capable to describe the processes of handling documents for dangerous goods, prohibited articles and dutiable commodities; and<li data-bbox="386 468 1481 607">(ii) Capable to handle errors and omissions in the processes, and to take remedial actions and advise relevant persons according to procedures.
8. Remarks	