

Specification of Competency Standards for the Logistics Industry

Unit of Competency

1. Title	Handle customs clearance procedures
2. Code	LOCUIE205A
3. Range	This unit of competency is applicable to logistics firms and freight forwarders. Practitioners should be capable to handle matters related to customs clearance according to the procedures and requirements of relevant government departments.
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 customs clearance</p> <ul style="list-style-type: none">◆ Understand the purposes of customs clearance and cargo inspection, and the duties of relevant officers◆ Understand the handling procedures for the transportation of maritime goods◆ Understand the inspection methods used by the customs authority, such as spot check and appearance examination◆ Capable to book inspection service for seized maritime goods via the internet◆ Understand the rights and obligations of the customs authority, shipper or carrier◆ know about the inspection locations and procedures of the customs authority◆ Understand the levy and supervision fee on imported, exported or re-exported goods◆ Understand the handling of damages arising from cargo inspection◆ Understand the clearance procedures for special goods, such as temporary imports and exhibits

	<p>6.2 Handle customs clearance procedures</p> <ul style="list-style-type: none"> ◆ Understand the clearance procedures for dutiable items and prohibited articles ◆ Prepare documents required for customs clearance ◆ Make online bookings, changes, cancellations and enquiries ◆ Notify cargo owners and their agents to send staff to supervise cargo inspection ◆ Instruct staff to move, unwrap or repack the cargoes on behalf of the cargo shipper ◆ Monitor the cargo inspection work done by the customs authority ◆ Keep a record in the report in case of damage to cargoes ◆ Obtain a release certificate customer release after customs clearance ◆ Record the matters related to cargo inspection and customs clearance
7. Assessment Criteria	<p>The integrated outcome requirement of this unit of competency is:</p> <p>(i) Capable to complete the customs clearance work according to government procedures and requirements.</p>
8. Remarks	