

Specification of Competency Standards for the Logistics Industry

Unit of Competency

1. Title	Handle insurance certificate and policy or related documents
2. Code	LOCUIL305A
3. Range	This unit of competency is applicable to sea freight, air freight, and express operators. Practitioners should be capable to handle insurance certificate and policy or related documents legally and properly under instruction.
4. Level	3
5. Credit	6 (for reference only)
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Knowledge of legal requirements and operation of the insurance industry</p> <ul style="list-style-type: none">◆ Have basic understanding of the operation of the insurance industry, different roles of the insured, intermediary and insurance company as well as general insurance terms◆ Capable to handle general documentation and filing duties◆ Understand the use of general computer software or software used by the company◆ Have basic understanding of the difference of insurance certificate and policy or related documents, their legal validity and importance◆ Understand the latest legal requirements for showing the original copy of the insurance certificate or related documents, and understand the impact of violating relevant legislations

	<p>6.2 Handle insurance certificate and policy or related documents legally and properly</p> <ul style="list-style-type: none"> ◆ Verify the insurance certificate and policy or related documents according to the documents exchanged with the intermediary or insurance company ◆ Timely report to supervisors or handle properly the errors or omissions found during the verification ◆ Contact relevant departments to show the original copy of the insurance certificate or related documents at suitable place according to the company's operation so as to comply with the legal requirements ◆ Properly file documents which are not necessary to show according to legislations ◆ Use general computer software or software used by the company for file record or access
7. Assessment Criteria	<p>The integrated outcome requirement of this unit of competency is:</p> <p>(i) Capable to handle insurance certificate and policy or related documents legally and properly under instruction.</p>
8. Remarks	