Specification of Competency Standards for the Logistics Industry
Unit of Competency

1. Title	Prepare checklists for operational processes
2. Code	LOCUOM202A
3. Range	This unit of competency is applicable to all sea freight, air freight and express operators. Practitioners should be capable to prepare checklists for major daily logistics and transport activities and procedures to facilitate supervision and recording of the activities.
4. Level	2
5. Credit	3 （for reference only）
6. Competency	Performance Requirements 6.1 Basic knowledge of preparing checklists ♦ Understand the use and functions of checklist ♦ Understand the routine workflow and working procedures of logistics activities ♦ Master the application of software and hardware for preparing checklists ♦ Master the working procedures of basic computer operation 6.2 Prepare checklists for operational procedures ♦ Master the routine workflow and working procedures of logistics activities to be checked ♦ Suggest on objective and feasible measuring methods and recording procedures ♦ List out special procedures or items to be checked ♦ Compile suitable checklists that are easy to read and do not disturb the recording procedure ♦ Master the electronic checklist and computer input

	♦ Consider the actual situation and the needs of internal exchange and circulation of the checklist, and write down on the checklist all items that need to be recorded, such as items checked, particulars of the personnel filling out the checklist, time, place, circulation procedures, multi-copy design, etc.
7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Capable to suggest on objective and feasible methods to measure or record logistics procedures; and (ii) Capable to compile checklists for respective logistics and transport activities to facilitate the recording of the activities.
8. Remarks	