

Specification of Competency Standards for the Logistics Industry
Unit of Competency

1. Title	Formulate contingency procedures on emergency
2. Code	LOCUOM516A
3. Range	This unit of competency is applicable to sea freight, air freight and express operators. Practitioners should be capable to formulate contingency plans in order to minimize effectively losses suffered by the company, customers and business partners and to resume normal operation as soon as possible.
4. Level	5
5. Credit	9 (for reference only)
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Understand contingencies affecting service efficiency of logistics operation</p> <ul style="list-style-type: none"> ◆ Understand the operational modes, stages and working procedures of and contingencies likely to happened during the logistics operation ◆ Understand the requirements and modes of operation of various business partners and relevant government departments ◆ Understand the effects of the following contingencies on operation: typhoon, explosion, fire disaster, power failure, mechanical and computer failure, strike, embargo, earthquake, etc. ◆ Understand correct emergency procedures for various types of contingencies ◆ Understand the effects of contingencies on the logistics operation and the chain issues generated ◆ Understand the concept and techniques of crisis handling ◆ Understand the manpower, resources, organization and forms of instruction or guidelines needed in handling crisis

	<p data-bbox="384 479 671 618">6.2 Formulate contingency plans</p> <ul style="list-style-type: none"> <li data-bbox="783 226 1476 309">◆ Understand the effects of short-, mid- and long-term on the business operation <li data-bbox="783 331 1476 414">◆ Understand the importance of effective communication when contingencies occur <li data-bbox="783 479 1476 618">◆ Analyze the contingency type, the chance to occur and its effects on the company and cargo transport operation <li data-bbox="783 640 1476 723">◆ Analyze the scale and degree of effects of the contingency <li data-bbox="783 745 1476 884">◆ Establish the division of work, management structure and way of communication during contingencies <li data-bbox="783 907 1476 1149">◆ Incorporate in the contingency guidelines all necessary items such as legislations, regulators' requirements and standards, and occupational safety and health requirements <li data-bbox="783 1171 1476 1843">◆ Formulate contingency plans: <ul style="list-style-type: none"> <li data-bbox="826 1227 1437 1361">• Avoid or minimize the effects of the contingency on the service and efficiency of operation <li data-bbox="826 1384 1469 1518">• Supply timely and correct information to business partners and operational units affected <li data-bbox="826 1541 1437 1624">• Minimize effectively the loss caused by the contingency <li data-bbox="826 1646 1422 1729">• Formulate a series of feasible remedial solutions according to the situation <li data-bbox="826 1751 1342 1843">• Review regularly and improve contingency plans <li data-bbox="783 1865 1326 1948">◆ Collect and analyze views of the departments and parties affected <li data-bbox="783 1971 1246 2000">◆ Compile contingency plans
--	---

	<ul style="list-style-type: none"> ◆ Plan drills or training activities accordingly ◆ Collect and analyze effects and feedback afterwards in order to review and improve the contingency plans
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> (i) Capable to formulate a series of appropriate and effective contingency plans with respect to the actual situations; and (ii) Capable to review regularly the effectiveness and feasibility of various plans.
8. Remarks	