

## Specification of Competency Standards for the Logistics Industry

### Unit of Competency

1. Title	Implement environmental management procedures
2. Code	LOCUQM303A
3. Range	This unit of competency is applicable to all logistics companies. Practitioners should be capable implement environmental management duties based on the quality management system of transport and logistics services, and be capable to assist in controlling and supervising the procedures of environmental management work flow, as well as the monitoring and recording of environmental performance.
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 environmental management system and environmental validation</p> <ul style="list-style-type: none"> <li>◆ Understand the concept of environmental management</li> <li>◆ Understand the company's environmental system</li> <li>◆ Understand the impact of the work flow of environmental management on environment</li> <li>◆ Understand the work flow of and environmental requirements for transport and logistics services, including international, national and local legal control, code of practice, standards and specifications, etc.</li> <li>◆ Understand the format and emphasis within the content of the environmental performance record of transport and logistics services</li> <li>◆ Master the use of common environment monitoring instruments for the transport and logistics industry</li> </ul>

	<p>6.2 Environmental management work and monitoring procedures</p> <ul style="list-style-type: none"> <li>◆ Master basic statistical and data processing techniques</li> <li>◆ Understand the environmental management work flow and requirements regarding transport and logistics, and relevant international standards</li> <li>◆ Carry out relevant environmental management work and monitoring procedures for transport and logistics services under supervision according to the company’s instructions and relevant international specifications</li> <li>◆ Carry out environmental performance assessment and record the results according to procedures and requirements</li> <li>◆ Fill out the test report according to procedures and requirements</li> <li>◆ Set up file management and control system</li> <li>◆ Timely report to superiors and relevant units any problems related to environmental performance</li> </ul>
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> <li>(i) Capable to accurately follow instructions and relevant international standards to carry out environmental management work and monitoring procedures;</li> <li>(ii) Capable to carry out environmental performance assessment, record the results and fill out assessment reports according to procedures and requirements; and</li> <li>(iii) Capable to systematically maintain files and records of environmental management system.</li> </ul>
8. Remarks	