

Specification of Competency Standards for the Logistics Industry
Unit of Competency

1. Title	Formulate environmental management system
2. Code	LOCUQM503A
3. Range	This unit of competency is applicable to all kinds of logistics companies. Practitioners should be capable to formulate targets for quality management for workplaces providing transport and logistics services according to the quality management policy of individual enterprises.
4. Level	5
5. Credit	9 (for reference only)
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Knowledge of environmental management relevant to transport and logistics services</p> <ul style="list-style-type: none"> ◆ Understand the work flow of transport and logistics services ◆ Understand the substantial impact of different processes of transport and logistics services on environment ◆ Understand the commitment, policies and targets of individual enterprises ◆ Understand the operational flow of the transport and logistics services, and the requirements on environmental protection, including legal control at international, national and local levels, operational guidelines, working rules and specifications. ◆ Understand technologies on environmental protection, including environmental monitoring instrumentation, emission mitigation techniques, resources regeneration, etc.

6.2 Formulate environment control system

- ◆ Fully master the elements of environmental management system, including:
 - Terms used in the industry and their definitions
 - Identification of environmental factors
 - Method of process management
 - “Plan-Do-Check-Act” Management Cycle
 - Management and control of documents, records and files
 - Checking and monitoring
 - Contingency measures
- ◆ Master the techniques such as compilation, circulation and revision of the handbook or proposal on environment management
- ◆ Master the methods and techniques in management assessment
- ◆ Formulate environment control system
 - Formulate environmental management system according to the commitment, policies and targets of environmental management
 - Identify activities of transport and logistics services with significant effect on environment
 - Discuss with units in the enterprise, organize and establish suitable procedures to confirm procedures and improvement methods for environmental management
 - Compile handbooks and proposals on environmental management

	<ul style="list-style-type: none"> • Explain to units in the enterprise about environmental management system and its implementation • Ensure that units in the enterprise will operate according to the environmental management system ◆ Regularly conduct management assessment and revise the system as necessary
7. Assessment Criteria	<p>This integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> (i) Capable to establish effective communication channels with the management and units in the enterprise; (ii) Capable to compile a complete, clear and approved handbook or proposal on environmental management; and (iii) Capable to effectively establish environmental management system and bring about sustainable development.
8. Remarks	