

Specification of Competency Standards for the Logistics Industry

Unit of Competency

1. Title	Verify relevant shipping documents
2. Code	LOGGIE203A
3. Range	This unit of competency is applicable to shipping companies or cargo operators engaged in sea freight. Practitioners should be capable to verify relevant shipping documents when consignors or their agents deliver or receive maritime containers or goods, according to the stipulated procedures and requirements of the company.
4. Level	2
5. Credit	6 (for reference only)
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Basic knowledge of shipping documents</p> <ul style="list-style-type: none"> ◆ Understand the process of handling sea freight ◆ Understand the process of handling sea freight documents ◆ Understand the use of different types of shipping documents, and the process of issuing and receiving the documents ◆ Understand the importance of different types of shipping documents ◆ Understand the types, packing and characteristics of maritime cargo ◆ Understand onboard operation procedures and ship charts; master the information of containers and cargoes, including type, quantity, size, packing and labelling <p>6.2 Verification of shipping documents</p> <ul style="list-style-type: none"> ◆ Examine the packing, marking and labelling of general or special containers or cargoes ◆ Check the quantity of cargoes

	<ul style="list-style-type: none"> ◆ Check whether the certificates and documents are sufficient ◆ Check the documents required for special containers and cargoes ◆ Check the details of the certificates and documents ◆ Check whether the identity of the issuers of the certificates and documents are correct ◆ Check whether the certificates and documents are signed, endorsed or confirmed by the shipper ◆ Take note of special terms and instructions, such as the settlement of freight rate ◆ Check whether the required types and quantity of documents are sufficient if a letter of credit is submitted ◆ Check whether the information provided in the freight documents meets the requirements of the letter of credit ◆ Reject or receive the container or cargo as instructed by superiors, and check the required shipping documents ◆ Report immediately to the officer-in-charge onboard if the container or cargo looks suspicious
7. Assessment Criteria	<p>The integrated outcome requirement of this unit of competency is:</p> <p>(i) Capable to verify the freight documents efficiently and properly according to the stipulated procedures and requirements of the company.</p>
8. Remarks	