

Specification of Competency Standards for the Logistics Industry
Unit of Competency

1. Title	Examine bill of lading
2. Code	LOGGIE302A
3. Range	This unit of competency is applicable to logistics companies, freight forwarders and shipping companies. Practitioners should be capable to examine bills of lading in different freight documentation procedures.
4. Level	3
5. Credit	3 (for reference only)
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Knowledge about bill of lading</p> <ul style="list-style-type: none"> ◆ Understand the work flow and procedures of sea freight ◆ Understand the functions of bill of lading in sea freight <ul style="list-style-type: none"> • Evidence of contract • Receipt of goods • Document of title ◆ Understand the importance of bill of lading ◆ Understand the relationship between shipping order and bill of lading ◆ Know about different types of bill of lading ◆ Understand terms and conditions on the bill of lading ◆ Understand the working procedures of amending information in the bill of lading ◆ Understand the validity of the bill of lading in the law, insurance and claims ◆ Understand the conditions for issuing a bill of lading

	<p data-bbox="384 398 724 483">6.2 Examine bill of lading</p> <ul style="list-style-type: none"> <li data-bbox="783 226 1430 311">◆ Understand the consequence of having wrong information in the bill of lading <li data-bbox="783 331 1390 365">◆ Know how to handle e-bill of lading <li data-bbox="783 398 1469 593">◆ Examine information in the bill of lading on the cargo name, quantity, size, weight, shipper and consignee provided by the customer according to procedures <li data-bbox="783 613 1465 752">◆ Check whether the shipper and consignee information meet the requirements of governments in different countries <li data-bbox="783 772 1449 857">◆ Check whether the declaration of the carrier has additional terms or wordings <li data-bbox="783 878 1366 963">◆ Check whether the bill of lading is negotiable <li data-bbox="783 983 1458 1068">◆ Check all documents required by the bill of lading <li data-bbox="783 1088 1442 1173">◆ Verify freight terms and instructions on payment of freight charges <li data-bbox="783 1193 1246 1227">◆ Verify the port information <li data-bbox="783 1247 1369 1332">◆ Check whether the dates shown are correct or reasonable <li data-bbox="783 1352 1469 1438">◆ Check the additional cargo information in the bill of lading provided by the carrier <li data-bbox="783 1458 1433 1597">◆ Present, disseminate, keep and collect bills of lading with respect to different procedures and roles <li data-bbox="783 1617 1469 1865">◆ Capable to note irregularities; if there are any doubts, report to superiors or clarify with relevant parties or the company according to procedures and make remedies as soon as possible <li data-bbox="783 1886 1166 1919">◆ Verify e-bill of lading
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7. Assessment Criteria	The integrated outcome requirement of this unit of competency is: (i) Capable to examine the bill of lading according to the operational guidelines, procedures and requirements of the company.
8. Remarks	