

Specification of Competency Standards for the Logistics Industry

Unit of Competency

| | |
|---------------|--|
| 1. Title | Supervise compilation, receipt and issuance of shipping documents |
| 2. Code | LOGGIE303A |
| 3. Range | This unit of competency is applicable to all cargo transport and logistics companies engaged in sea freight. Practitioners should be capable to supervise the compilation, receipt and issuance of shipping documents so that the logistics and trading activities can be conducted smoothly. |
| 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 about compilation, receipt and issuance of shipping documents</p> <ul style="list-style-type: none">◆ Understand the process of handling maritime goods◆ Understand the process of handling sea freight documents◆ Understand the function 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 rights and obligations as well as work duties of all relevant personnel◆ Understand the types, packing and characteristics of maritime goods◆ Understand shipboard operation procedures and ship charts; master the information of containers and cargoes, including type, quantity, size, packing and labelling |

| | |
|-------------------------------|--|
| | <p>6.2 Supervision of the compilation, receipt and issuance of shipping documents</p> <ul style="list-style-type: none"> ◆ Design reporting mechanism for staff to report on documentation progress on a regular basis or according to procedures ◆ Examine the reports and give further working instructions <ul style="list-style-type: none"> • Instruct relevant personnel to issue reminders about submission of documents • Instruct relevant personnel to modify the documents • Instruct relevant personnel to prepare suitable documents • Coordinate the workload and work progress of all staff ◆ Examine and issue the documents prepared, or submit to senior levels for signature / issuance |
| <p>7. Assessment Criteria</p> | <p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> (i) Capable to decide what shipping documents are needed for each freight order, and point out the documentation process; (ii) Capable to point out errors and omissions in the shipping documents, and make modifications; (iii) Capable to assign duties to subordinates and complete the documentation process effectively; and (iv) Capable to examine correctly the shipping documents for issuance. |
| <p>8. Remarks</p> | |