

## Specification of Competency Standards for the Logistics Industry

### Unit of Competency

1. Title	Handle cargo claims
2. Code	LOGGIL406A
3. Range	This unit of competency is applicable to shipping companies, cargo interests and sea freight operators. Practitioners should be capable to understand the course of the incident, insurance law and relevant insurance contract terms; to provide useful claim documents and information for insurance companies and intermediaries and follow up matters related to cargo claims according to claim procedures so as to protect the interests of the company.
4. Level	4
5. Credit	9 ( for reference only )
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Knowledge of cargo insurance terms, claim procedures and requirements of insurance companies, and relevant legislations and international conventions</p> <ul style="list-style-type: none"><li>◆ Understand the operation of the industry</li><li>◆ Understand the operation of the company and the risks and liabilities arising from the operation</li><li>◆ Understand the basic principles of insurance law, including the principle of utmost good faith, duty of disclosure, insurable interest, contract of indemnity, etc.</li><li>◆ Understand the impact on the validity of insurance contracts by violation of the basic principles of insurance law</li><li>◆ Understand relevant insurance terms</li><li>◆ Understand the impact of relevant legislations and international conventions on handling claims</li><li>◆ Understand the claim procedures and requirements of insurance companies</li><li>◆ Understand different types of shipping documents and their use</li></ul>

	<p>6.2 Handle cargo claims</p>	<ul style="list-style-type: none"> <li>◆ Understand the course of the incident through different channels and collect relevant documents and information for lodging a claim; take appropriate measures to minimize the losses</li> <li>◆ Understand relevant insurance terms, the claim procedures and requirements of insurance companies, relevant legislations and international conventions, and handle claims</li> <li>◆ Assess the total losses and calculate the claim amount</li> <li>◆ Provide useful claim documents and information for insurance companies</li> <li>◆ Understand the survey reports and recommendations from experts</li> <li>◆ Decide whether or not to appoint experts to handle claims on the company's behalf</li> <li>◆ Follow up the progress of the claim with insurance companies and intermediaries, and keep relevant departments informed until the case is closed</li> <li>◆ Collect compensation from insurance companies and intermediaries and handle relevant documents according to procedures</li> </ul>
	<p>6.3 Professionalism in handling cargo claims</p>	<ul style="list-style-type: none"> <li>◆ Handle claims according to insurance law, insurance terms, claim-related legislations and international conventions, and the claim procedures and requirements of insurance companies</li> <li>◆ Handle claims in a cautious manner</li> <li>◆ Avoid conflict of interests</li> </ul>

7. Assessment Criteria	The integrated outcome requirement of this unit of competency is:  (i) Capable to handle claims properly and provide useful documents and information for insurance companies and intermediaries, and follow up matters related to cargo claims according to claim procedures so as to protect the interests of the company.
8. Remarks	