

## Specification of Competency Standards for the Logistics Industry

### Unit of Competency

1. Title	Carry out delivery operations
2. Code	LOCUCT208A
3. Range	This unit of competency is applicable to logistics service providers. Practitioners should be capable of performing tasks concerning the delivery of cargoes.
4. Level	2
5. Credits	3 (for reference only)
6. Competency	<p style="text-align: center;"><u>Performance Requirements:</u></p> <p>6.1 Knowledge of delivery operations</p> <ul style="list-style-type: none"> <li>• Know about the procedure of delivery operations</li> <li>• Understand company policy and procedures</li> <li>• Understand workplace requirements and the relevant regulatory requirements to handle cargo safely</li> </ul> <p>6.2.1 Prepare to deliver cargo</p> <ul style="list-style-type: none"> <li>• Identify and collect cargo from specific locations</li> <li>• Sort cargo into the route order</li> <li>• Handle cargo in a manner that minimises the risk of damage</li> <li>• Identify special items</li> <li>• Organise cargo into bundles and keep in delivery sequence</li> <li>• Secure cargo</li> </ul> <p>6.2.2 Deliver cargo to specific route</p> <ul style="list-style-type: none"> <li>• Follow and apply established procedural guidelines when undertaking deliveries (e.g., check the cargo quantity, marking, and conditions)</li> <li>• Deliver cargo in specified sequence and in good condition</li> <li>• Complete deliveries according to agreed schedule</li> <li>• Keep cargo secure to minimise risk of damage, loss, and theft</li> <li>• Deliver items requiring special treatment and complete relevant documents</li> <li>• Identify potential hazards associated with delivery</li> </ul> <p>6.2.3 Report on delivery activities</p> <ul style="list-style-type: none"> <li>• Process lost or damage shipments according to workplace procedures (e.g., record the details on the delivery receipt, and report to supervisors)</li> <li>• Complete documents and check the documents to ensure accuracy</li> </ul>
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> <li>• Capable of identifying, collecting, and sorting cargo</li> <li>• Capable of delivering cargo and reporting on delivery activities</li> </ul>
8. Remarks	