

Specification of Competency Standards for the Logistics Industry

Unit of Competency

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| 1. Title | Compile transport documents |
| 2. Code | LOCUIE207A |
| 3. Range | This unit of competency is applicable to logistics service providers. Practitioners should be capable of compiling relevant transport documents for customers so as to facilitate logistics and trading activities. |
| 4. Level | 2 |
| 5. Credit | 3 (for reference only) |
| 6. Competency | <p style="text-align: center;"><u>Performance Requirements:</u></p> <p>6.1 Basic knowledge of shipping and transport documents</p> <ul style="list-style-type: none">• Understand the types and use of transport documents • Understand the processes of cargo transport and trading• Understand the companies, government departments or organisations which issue or approve transport documents• Understand the time and process required for handling transport documents• Understand the legal provisions of transport documents and their implications• Understand the information and source required for compiling transport documents• Understand the guidelines for filling in or inputting information• Understand the technical terms and abbreviations used in the fields of cargo transport, trading, finance and sea freight• Understand the use of appropriate format, wording and units for filling in cargo information <p>6.2 Compilation of shipping and transport documents</p> <ul style="list-style-type: none">• Handle relevant transport documents, including:<ul style="list-style-type: none">○ Prepare the information of the cargoes from shippers○ Contact relevant persons for obtaining supplementary information○ Filling in documents or use computer to input required information○ Make use of computer software or databases on an internet platform to obtain information○ Verify the information○ Submit to the issuing officer for signature so as to release or confirm the release of such documents○ Send the documents to the receiver |
| 7. Assessment Criteria | <p>The integrated outcome requirement of this unit of competency is:</p> <ul style="list-style-type: none">• Capable of compiling relevant transport documents properly according to delivery orders. |
| 8. Remarks | This UoC is adapted from the Logistics UoC LOSGIE201A |