

Specification of Competency Standards for the Logistics Industry

Unit of Competency

1. Title	Verify required proofs and documents according to freight needs
2. Code	LOCUIE208A
3. Range	This unit of competency is applicable to logistics service providers. Practitioners should be capable of verifying the required proofs and documents according to freight needs.
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 verifying documents</p> <ul style="list-style-type: none"> • Understand the required types of documents • Understand the factors affecting the required types of documents, such as the country of destination, places of transshipment and types of cargoes • Understand the provider of documents and the source of the information • Understand the types of documents submitted by shippers • Understand the importance of providing accurate information • Understand the responsibility of the document -issuing officer <p>6.2 Verification of proofs and documents</p> <ul style="list-style-type: none"> • Check whether the proofs and documents are sufficient • Identify the source of the information provided in the proofs and documents, such as shipping orders and purchase orders • Verify the consistency or compatibility of the information provided in the proofs and documents • Check whether the identity of the issuers of the proofs and documents is correct • Check whether the proofs and documents are signed, endorsed or confirmed by the shipper • Take note of special terms and instructions, such as the settlement of freight charges • Check whether the required types and quantity of documents are sufficient if a letter of credit is involved • Check whether the information provided in the freight documents meet the requirements of the letter of credit • Check whether the deadline stated in the document would have an impact on financial arrangements
7. Assessment Criteria	<p>The integrated outcome requirement of this unit of competency is:</p> <ul style="list-style-type: none"> • Capable of verifying the required proofs and documents according to freight needs
8. Remarks	This UoC is adapted from the Logistics UoC LOCUIE202A