

Specification of Competency Standards for the Logistics Industry

Unit of Competency

1. Title	Co-ordinate fleet operations
2. Code	LOCUPD305A
3. Range	This unit of competency is applicable to logistics service providers. Practitioners should be capable of applying relevant knowledge of fleet management to co-ordinate fleet operations in warehousing, distribution, transport, and storage organisations.
4. Level	3
5. Credits	3 (for reference only)
6. Competency	<p style="text-align: center;"><u>Performance Requirements:</u></p> <p>6.1 Possess relevant knowledge of fleet management</p> <ul style="list-style-type: none"> • Know about principle of fleet management • Understand business operations of transport and logistics related industries • Understand company requirements and relevant regulatory requirements <p>6.2.1 Co-ordinate fleet control functions</p> <ul style="list-style-type: none"> • Allocate equipment with reference to pick-up and delivery requirements • Track the movement of goods and identify any deviations from the pickup and/or delivery schedule • Identify opportunities for improvement of fleet control logistics and take appropriate action to recommend or implement the identified initiatives <p>6.2.2 Prepare for contingencies</p> <ul style="list-style-type: none"> • Employ suitable contingency measures for deviations from pickup and delivery schedule, and other incidents • Identify, clarify, and resolve routine problems <p>6.2.3 Communicate with customers and drivers</p> <ul style="list-style-type: none"> • Communicate with customer and driver and respond to their enquiries appropriately • Access and use communication systems to communicate with customers in the completion of fleet management tasks <p>6.2.4 Co-ordinate scheduling of operational tasks</p> <ul style="list-style-type: none"> • Access and use relevant scheduling system for processing the delivery of freight • Take the critical transport factors (e.g., traffic flow, height/width/length of tunnels and bridge, and weight limit) into account when planning and implementing pickup and delivery schedule <p>6.2.5 Complete documentation</p> <ul style="list-style-type: none"> • Record fleet management information • Dispatch, process, and file completed documentation
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> • Capable of co-ordinating fleet control functions • Capable of identifying fleet control problems • Capable of employing suitable contingency measures • Capable of applying relevant scheduling system to schedule the transport of freight
8. Remarks	