

## Specification of Competency Standards for the Logistics Industry

### Unit of Competency

1. Title	Evaluate records and documents
2. Code	LOCUCT305A
3. Range	This unit of competency is applicable to logistics service providers. Practitioners should be capable of evaluating records and documents according to relevant standards, codes, and workplace and documentation requirements (e.g. customs regulations and requirements) for logistics related industries.
4. Level	3
5. Credit	3 (for reference only)
6. Competency	<p style="text-align: center;"><u>Performance Requirements:</u></p> 6.1 Knowledge of documentation <ul style="list-style-type: none"><li>• Know about documentation processes</li><li>• Understand international freight transport</li></ul> 6.2.1 Check documentation <ul style="list-style-type: none"><li>• Ensure documentation comply with workplace and regulatory requirements (e.g. customs requirements)</li><li>• Check and verify documentation regularly and co-ordinate with relevant personnel to complete documentation on or before deadlines</li><li>• Maintain records with relevant systems</li></ul> 6.2.2 Analyse and evaluate records <ul style="list-style-type: none"><li>• Regularly analyse records to identify unexpected deviations from plans</li><li>• Advise relevant personnel the identified problems or potential problems</li><li>• Consistently maintain records security</li></ul>
7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: <ul style="list-style-type: none"><li>• Capable of checking documentation</li><li>• Capable of analysing and evaluating records</li></ul>
8. Remarks	