

Specification of Competency Standards for the Logistics Industry

Unit of Competency

1. Title	Organise cargo operations
2. Code	LOCUCT403A
3. Range	This unit of competency is applicable to logistics service providers. Practitioners should be capable of applying cargo handling knowledge to carry out work activities according to the relevant codes of practices and regulatory requirements (e.g., Occupational Safety and Health Ordinance Cap. 509 and subsidiary regulations).
4. Level	4
5. Credit	3 (for reference only)
6. Competency	<p style="text-align: center;">Performance Requirements</p> <p>6.1 Knowledge of cargo handling</p> <ul style="list-style-type: none"> • Know about the principles of cargo handling including temperature controlled cargo and special cargo • Know about relevant regulatory requirements • Understand workplace policy and procedures <p>6.2.1 Identify products for storage and handling</p> <ul style="list-style-type: none"> • Identify products according to packaging/labelling (e.g., handle with care, and no stacking) and product features • Identify ways for storage and handling of products according to workplace procedures (e.g., cargo receiving process, putaway process, order picking process, and cargo delivery process) • Identify storage and handling requirements in relation to product features that may affect cargo condition or location requirements <p>6.2.2 Match products to locations</p> <ul style="list-style-type: none"> • Determine products locations according to specified criteria (e.g., delivery frequency, and product features) • Use inventory systems, labels, and other information sources to identify products according to storage and handling requirements <p>6.2.3 Provide assistance to individuals concerning stock identification and location problems</p> <ul style="list-style-type: none"> • Identify new stock items and provide relevant product information to groups and individual in workplace • Provide feedback to relevant groups and individuals • Update product information for relevant groups and individuals • Encourage relevant personnel to maintain and build product knowledge through such tools as knowledge management system (KMS) <p>6.2.4 Identify appropriate transfer and handling requirements</p> <ul style="list-style-type: none"> • Identify and evaluate resources for product transfer operations • Provide assistance in receipt and dispatch areas to identify and report variances • Complete relevant documents <p>6.2.5 Examine quality and report on products</p> <ul style="list-style-type: none"> • Inspect products with reference to company quality assurance procedures • Return, replace or dispose unusable stocks/products with reference to company quality assurance procedures • Record and report non-conforming products <p>6.3 Facilitate continuous improvement</p> <ul style="list-style-type: none"> • Apply knowledge of customer requirements to design work operations • Predict and notify potential problems to appropriate personnel • Identify improvements opportunities to work organisation

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7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: <ul style="list-style-type: none">• Capable of applying cargo handling knowledge to identify and categorise products• Capable of applying knowledge of cargo handling to identify products in warehouse or other storage area• Capable of solving stock identification and location problem• Capable of identifying transfer and handling requirement
8. Remarks	