

## Specification of Competency Standards for the Logistics Industry

### Unit of Competency

1. Title	Carry out integrated border clearance transactions
2. Code	LOCUIE501A
3. Range	This unit of competency is applicable to logistics service providers. Practitioners should be capable of performing the border clearance transactions according to relevant customs and regulatory requirements (e.g., Import and Export Ordinance Cap. 60 and its subsidiary regulations).
4. Level	5
5. Credit	3 (for reference only)
6. Competency	<p style="text-align: center;"><u>Performance Requirements:</u></p> <p>6.1 Knowledge of border clearance transactions</p> <ul style="list-style-type: none"> <li>• Know about border clearance transactions</li> <li>• Understand business operations in logistics related industries</li> <li>• Understand company policy and procedures</li> </ul> <p>6.2.1 Study and interpret the facts of border clearance transaction</p> <ul style="list-style-type: none"> <li>• Study documentation on the border clearance transaction, and identify the required standard in accordance with Customs and other related legislation</li> <li>• Access required standard and Customs and other related legislation, and clarify and confirm their implications for border clearance transaction</li> <li>• Identify missing or ambiguous documentation on the border clearance transaction, and update documents as required in consultation with the customer</li> </ul> <p>6.2.2 Identify and analyse potential problems</p> <ul style="list-style-type: none"> <li>• Analyse the border clearance transaction and related documentation from various aspects, and identify issues and potential problems involved</li> <li>• Assess the risks associated with identified issues and potential problems</li> <li>• Record the outcomes of the assessment</li> </ul> <p>6.2.3 Develop and evaluate alternative solutions</p> <ul style="list-style-type: none"> <li>• Develop appropriate alternative solutions to solve the identified issues and problems with due consideration in managing the risks but meeting the legislative requirements, quality standards, and the needs of the customer</li> <li>• Review the benefits and possible risk exposures of the alternative solutions in accordance with workplace procedures</li> <li>• Record the various options and their outcomes of the review</li> </ul> <p>6.2.4 Select a solution</p> <ul style="list-style-type: none"> <li>• Select the best solution based on the review of the alternative solutions</li> <li>• Record the justification for the selection in accordance with workplace procedures and policies with due reference to the benefits of the selected solution, its compliance with all legislative requirements, and the risks involved and how these risks will be managed</li> <li>• Discuss critical issues identified during the review and selection process with relevant internal and external personnel if necessary</li> <li>• Discuss the results of the review of the border clearance with the customer, and provide advice and recommendation and the rationale for the recommended solution</li> <li>• Gain agreement from customer to proceed with the border clearance transaction as planned</li> </ul> <p>6.2.5 Complete the border clearance transaction</p> <ul style="list-style-type: none"> <li>• Complete the border clearance transaction in accordance with the agreed approach, and legislative requirements and workplace procedures</li> </ul> <p>6.2.6 Document and record the border clearance transaction</p> <ul style="list-style-type: none"> <li>• Complete all required documentation for the border clearance transaction and verify the documents in accordance with all legislative requirements and workplace procedures</li> </ul>

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	<ul style="list-style-type: none"><li>• Enter information into appropriate systems as required</li><li>• Maintain the records of integrated border clearance transaction</li><li>• Record the information on: (i) any specific issues and problems, (ii) related solutions adopted, and (iii) action taken</li><li>• Forward relevant information to customer and relevant internal and external personnel</li><li>• Retain the records for the border transaction in accordance with legislative requirements and workplace procedures</li></ul> <p>6.3 Implement review mechanisms</p> <ul style="list-style-type: none"><li>• Identify the need for a review of a dispute related to a border transaction</li><li>• Identify the appropriate review mechanism for a dispute related to a border transaction</li><li>• Implement the identified review mechanism</li></ul>
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"><li>• Capable of studying and interpreting the facts of the transaction request</li><li>• Capable of identifying and analysing potential problems that may arise in completing a border clearance transaction</li><li>• Capable of developing and evaluating alternative solutions</li><li>• Capable of selecting the solutions to typical border clearance transaction problems</li><li>• Capable of completing the border clearance transaction, and document the border clearance transaction</li><li>• Capable of implementing a review mechanism for a dispute related to a border transaction</li></ul>
8. Remarks	