

Specification of Competency Standards for the Logistics Industry

Unit of Competency

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| 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 | |