

Specification of Competency Standards for the Logistics Industry

Unit of Competency

1. Title	Arrange cargo deliveries
2. Code	LOWHCT102A
3. Range	This unit of competency is applicable to logistics service providers. Practitioners should be capable of arranging cargo delivery according to relevant regulations (e.g., Occupational Safety and Health Ordinance Cap. 509 and subsidiary regulations).
4. Level	1
5. Credit	3 (for reference only)
6. Competency	<p style="text-align: center;"><u>Performance Requirements:</u></p> <p>6.1 Relevant knowledge of arranging cargo delivery</p> <ul style="list-style-type: none">• Know about relevant work requirements• Know about the type and characteristics of handling equipments• Understand relevant regulatory requirements• Understand workplace policy and procedures <p>6.2.1 Check and organise cargo delivery</p> <ul style="list-style-type: none">• Inspect cargoes to assure that they meet all specified criteria with reference to workplace procedures (e.g., packaging of cargo, and cargoes in good conditions)• Sort cargoes into groups in accordance with such sorting criteria as batch size and delivery schedule• Sort and handle cargoes which cannot be delivered in accordance with workplace procedures <p>6.2.2 Store cargoes for delivery</p> <ul style="list-style-type: none">• Use appropriate handling practices with equipment aids to sort and shift cargoes in accordance to relevant regulations (e.g., Occupational Safety and Health Ordinance Cap. 509 and subsidiary regulations)• Identify delivery type and sort and identify groups of cargoes for delivery in appropriate areas <p>6.2.3 Maintain records</p> <ul style="list-style-type: none">• Complete required records or notices with reference to workplace requirements (e.g., count the cargo quantity, record conditions of cargo, and fill in delivery order)• Store and maintain records
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none">• Capable of inspecting and sorting cargoes for delivery• Capable of using appropriate equipment to sort and shift cargoes• Capable of completing required records or notices
8. Remarks	