

Specification of Competency Standards for the Logistics Industry
Unit of Competency

1. Title	Receipt/dispatch transport documents
2. Code	LOWHCT210A
3. Range	This unit of competency is applicable to logistics service providers. Practitioners should be capable of completing receipt/dispatch documentation process in compliance with the relevant documentation requirements.
4. Level	2
5. Credit	3 (for reference only)
6. Competency	<p style="text-align: center;"><u>Performance Requirements:</u></p> <p>6.1 Knowledge of receipt/dispatch documentation</p> <ul style="list-style-type: none"> • Understand receipt/dispatch documentation process • Understand company policy and procedures • Understand the workplace documentation requirement <p>6.2.1 Analyse order to identify work requirements</p> <ul style="list-style-type: none"> • Interpret order request documentation • Apply product and workplace knowledge to organise documentation • Identify and note required schedules for consignment movement • Identify, access and interpret special aspects of the order, such as identified temperature controlled goods or hazardous/dangerous goods and relevant regulatory requirements (e.g., Dangerous Goods Ordinance Cap. 295 and subsidiary regulations) <p>6.2.2 Follow workplace processes</p> <ul style="list-style-type: none"> • Identify workplace procedures for document receipt and dispatch process • Complete workplace documentation <p>6.2.3 Finalise documentation</p> <ul style="list-style-type: none"> • Check order with order form and schedule • Complete workplace records and attach appropriate documentation and labels • Identify and convey special transportation requirements to relevant personnel • Complete required hazardous/dangerous goods or special cargoes documentation requirements according to relevant codes and regulations where applicable (e.g., Dangerous Goods Ordinance Cap. 295 and subsidiary regulations)
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> • Capable of identifying work requirements and interpreting receipt/dispatch documentation • Capable of identifying workplace procedures for order documentation • Capable of completing and finalising documentation
8. Remarks	