Specification of Competency Standards
for the Logistics Industry
Unit of Competency

Functional Area - Operations Management

Title	Know the label, marking, types and basic packaging requirements for cargo and warehousing terminologies
Code	LOCUCN101B
Range	This unit of competency is applicable to practitioners involving in logistics security/ insurance claims/ risk management and all practitioners working in the field of surveying. Practitioners should be capable to possess the basic knowledge of cargo surveying, know the packaging requirement and warehousing terminologies. Frontline practitioners must master the said knowledge for cargo handling.
Level	1
Credit	6 （For Reference Only）
Competency	Performance Requirements 1. Possess basic knowledge of cargo • Know how to describe the classification of cargoes • Understand the classification of cargoes • Understand regulators' cargo classification system and numbering system for cargo classification • Understand regulators' requirements on cargo label and marking • Know about cargo types and their weight and volume • Know about cargo types and the use of different packaging methods • Understand the name of a single unit of package for cargo • Understand the procedures for handling or moving cargo 2. Apply the basic knowledge of cargo • Identify the cargoes according to their classification • Apply basic knowledge of air cargo in order to communicate effectively with colleagues, supervisors and customers, for example, receiving and conveying information • Identify the consistency of cargo labels and markings with the document information 3. Understand the logistics and warehousing terminologies • Understand the logistics workflow and relevant terms • Understand freight terms • Understand trade-related terms • Understand the stuffing/robot assisting operations at terminals and relevant terms • Understand abbreviations and terms used in freight documents • Understand abbreviations and terms used in the calculation of freight charges • Understand names of the countries, areas and ports • Understand the abbreviations commonly used in warehousing, distribution and logistics operations • Understand the meaning of the abbreviations • Understand the conversion of the abbreviations in English or Chinese • Understand ways to inquire or consult about commonly used warehousing abbreviations • Understand names and abbreviations of different weights and measurements • Understand names and abbreviations of different currencies • Understand the expression of international time • Understand ways to inquire or consult about the meanings of the aforesaid codes and terms

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	4. Apply the basic logistics, distribution and warehousing terms, codes and abbreviations • Apply appropriate warehousing terms to communicate with customers and colleagues effectively, e.g. receiving and conveying information • Use logistics, distribution and warehousing terms including terms related to cargo stacking; understand transportation documents and complete general reports on counting the quantity of cargoes and cargo surveying.
Assessment Criteria	The integrated outcome requirements of this unit of competency are: • Capable to check and ensure all information attached to the cargo is complete and complies with standard and shipping requirements; • Capable to communicate effectively with in-service personnel or customers, for example, receiving and conveying information; • Capable to use logistics, distribution and warehousing terms, codes and abbreviations accurately; and • Capable to use logistics and warehousing terms, codes and abbreviation in general communications and document handling process in order to avoid delay, mistake or loss induced by using the wrong terms.
Remark	