

**Specification of Competency Standards**  
**for the Logistics Industry**  
**Unit of Competency**

Functional Area - Cargo Transport and Handling

Title	Co-ordinate cargo operations duties
Code	LOCUCT304B
Range	This unit of competency is applicable to logistics service providers. Practitioners should be capable of applying relevant knowledge of clerical functions to co-ordinate cargo loading and unloading operations duties.
Level	3
Credit	3 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Possess the knowledge of clerical functions</p> <ul style="list-style-type: none"> <li>• Know about clerical functions relevant to cargo loading and unloading operations</li> <li>• Know about problem solving skills</li> <li>• Understand business operations in logistics related industries and relevant regulatory requirement including safety and security, etc.</li> </ul> <p>2. Monitor clerical functions</p> <ul style="list-style-type: none"> <li>• Outline cargo loading and unloading operations duties and the linkage with other duties in company procedures and explain to relevant personnel in accordance with workplace procedures</li> <li>• Monitor clerical work to ensure it meets workplace requirements</li> <li>• Ensure SOP/KPI has been followed as per company policy and relevant regulatory requirement</li> </ul> <p>3. Solve operational problems</p> <ul style="list-style-type: none"> <li>• Identify potential and actual problems</li> <li>• Collect and analyse information and evidence surrounding the problem</li> <li>• Identify, evaluate options and select optimal solution</li> <li>• Implement the selected solution</li> <li>• Evaluate the effectiveness of the solution against workplace requirements</li> <li>• Fine-tune the solution to produce better result</li> </ul> <p>4. Arrange inspection/survey of cargo</p> <ul style="list-style-type: none"> <li>• Make containers/cargoArrangements to allow access to identified cargo by authorised personnel to conduct cargo inspection/survey</li> <li>• Complete records of access allowed</li> <li>• Determine staffing requirements for next shift</li> <li>• Assess and record new locations of cargo movements to ensure their statuses are timely updated</li> </ul>
Assessment Criteria	<p>The integrated requirements of this unit of competency are:</p> <ul style="list-style-type: none"> <li>• Capable of co-ordinating and monitoring clerical functions relevant to cargo loading and unloading operations;</li> <li>• Capable of identifying and assessing optional solutions to solve the problem;</li> <li>• Capable of solving operational problems; and</li> <li>• Capable of arranging inspection/survey of cargo as required</li> </ul>
Remark	