

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

Functional Area - Cargo Transport and Handling

Title	Organise cargo receipt/delivery/export
Code	LOCUCT309B
Range	This unit of competency is applicable to logistics service providers. Practitioners should be capable of performing tasks in accordance with relevant regulations and workplace requirements to organise cargo receipt/delivery/export operations.
Level	3
Credit	6 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Knowledge of cargo receipt and delivery, and freight forwarding principles</p> <ul style="list-style-type: none"> <li>• Know about the operations of cargo receipt and delivery</li> <li>• Know about operations of freight forwarding</li> <li>• Understand procedures to organise cargo for export</li> <li>• Understand the relevant regulatory requirements for cargo handling and operations</li> <li>• Understand company policy and procedures</li> <li>• Understand workplace requirements</li> </ul> <p>2. Plan and organise receipt and dispatch of cargo</p> <ul style="list-style-type: none"> <li>• Apply product knowledge to conduct stocks analyses</li> <li>• Identify relevant resources (e.g., handling equipment, manpower, goods management equipment, etc.) in relation to the stock characteristics</li> <li>• Schedule deadlines to meet order requirements</li> <li>• Plan work processes to meet specified deadlines</li> </ul> <p>3. Plan and organise cargo for export</p> <ul style="list-style-type: none"> <li>• Check consignment to ensure that cargo is consistent with packing specification and is suitable for the type and method of transport</li> <li>• Check consignment to ensure that labelling and marking of cargo conforms with domestic and international regulations and workplace requirements and that the packaging of cargo conforms to regulatory requirements and is suitable for the method of transport</li> <li>• Check cargo for DG and if applicable, conform packaging and labelling with the International Maritime Dangerous Goods Codes (IMDG)</li> <li>• Note discrepancies in the composition or preparation of the cargo and undertake action</li> </ul> <p>4. Organise the storage and delivery of stock</p> <ul style="list-style-type: none"> <li>• Select handling methods and equipment which are suitable for the goods and transport method</li> <li>• Select goods transfer methods between transport modes</li> <li>• Organise cargo loading procedures with reference to industry best practices</li> <li>• Allocate and supervise employees, equipment and temporary storage areas if required</li> <li>• Inform individuals of work requirements, timelines and relevant personal protective equipment</li> <li>• Monitor work processes and ensure high productivity level of resources are well maintained within regulatory requirements</li> <li>• Note and report discrepancies in stocks in accordance with company policy and procedures</li> </ul>

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	<p>5. Complete documentation</p> <ul style="list-style-type: none"><li>• Consolidate and check all relevant documentation for completion in accordance with working procedures and regulatory requirements</li><li>• Identify discrepancies in documentation and take appropriate actions in accordance with workplace procedures</li><li>• File/store/forward documents in appropriate places in accordance with workplace procedures</li></ul>
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"><li>• Capable of planning and organising cargo receipt and delivery;</li><li>• Capable of co-ordinating the preparation of consignment;</li><li>• Capable of organising the storage of stock; and</li><li>• Capable of completing records and documents</li></ul>
Remark	