

Specification of Competency Standards
for the Logistics Industry
Unit of Competency

Functional Area - Import/Export Documentation

Title	Carry out integrated import/export boundary transactions
Code	LOCUIE401B
Range	This unit of competency is applicable to logistics service providers. Practitioners should be capable of performing the import/export boundary transactions according to relevant customs and regulatory requirements (e.g., Import and Export Ordinance Cap. 60 and its subsidiary regulations).
Level	4
Credit	3 (For Reference Only)
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> 1. Possess the knowledge of import/export boundary transactions <ul style="list-style-type: none"> • Understand business operations in logistics related industries • Understand company policy and procedures • Understand and able to access the updated rules and regulations about import/export transactions and system applications • Know about boundary transactions 2. Study and interpret the facts of import/export boundary transaction <ul style="list-style-type: none"> • Study documentation on the boundary transaction, and identify the required standard in accordance with Customs and other related legislation • Access required standard and Customs and other related legislation, and clarify and confirm their implications for boundary transaction • Identify missing or ambiguous documentation on the boundary transaction, and update documents as required in consultation with the customer • Create and maintain updating a list of requirement and SOP for import/export boundary transaction for the company and customers to follow 3. Identify and analyse potential problems <ul style="list-style-type: none"> • Analyse the boundary transaction and related documentation from various aspects, and identify issues and potential problems involved • Assess the risks associated with identified issues and potential problems • Record the outcomes of the assessment • Update the SOP and explain to the customers accordingly 4. Develop and evaluate alternative solutions <ul style="list-style-type: none"> • Develop appropriate alternative solutions to solve the identified issues and problems with due consideration in managing the risks but meeting the legislative requirements, quality standards, and the needs of the customer • Review the benefits and possible risk exposures of the alternative solutions in accordance with workplace procedures • Record the various options and their outcomes of the review • Obtain updated information and requirement from relevant department and distribute to the related parties 5. Select a solution <ul style="list-style-type: none"> • Based on the updated information and requirement on hand and experience to create a list of options with different categories of incidents and solutions

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	<ul style="list-style-type: none"> • Clarify with the customs and related departments on the current situation to ensure the updated list are still valid • Select the best solution based on the review of the alternative solutions • Record the justification for the selection in accordance with workplace procedures and policies with due reference to the benefits of the selected solution, its compliance with all legislative requirements, and the risks involved and how these risks will be managed • Discuss critical issues identified during the review and selection process with relevant internal and external personnel if necessary • Discuss the results of the review of the border clearance with the customer, and provide advice and recommendation and the rationale for the recommended solution • Gain agreement from customer to proceed with the boundary transaction as planned <p>6. Complete the boundary transaction</p> <ul style="list-style-type: none"> • Complete the boundary transaction is in accordance with the agreed approach, and legislative requirements and workplace procedures <p>7. Document and record the boundary transaction</p> <ul style="list-style-type: none"> • Complete all required documentation for the boundary transaction and verify the documents in accordance with all legislative requirements and workplace procedures • Enter information into appropriate systems as required • Maintain the records of integrated boundary transaction • Record the information on: (i) any specific issues and problems, (ii) related solutions adopted, and (iii) action taken • Forward relevant information to customer and relevant internal and external personnel • Retain the records for the boundary transaction in accordance with legislative requirements and workplace procedures <p>8. Implement review mechanisms dispute resolution</p> <ul style="list-style-type: none"> • Identify the need for a review of a dispute related to a boundary transaction • Identify the appropriate review mechanism for a dispute related to a boundary transaction • Implement the identified review mechanism
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> • Capable of studying and interpreting the facts of the transaction request; • Capable of identifying and analysing potential problems that may arise in completing a boundary transaction; • Capable of developing and evaluating alternative solutions; • Capable of selecting the solutions to typical boundary transaction problems; • Capable of completing the boundary transaction, and document the boundary transaction; and • Capable of implementing a review mechanism for a dispute related to a boundary transaction
Remark	<p>This UoC is adapted from the Logistics UoC LOCUIE501A. The QF level is adjusted from level 5 to level 4.</p>