Specification of Competency Standards
for the Logistics Industry
Unit of Competency

Functional Area - Insurance, Legal Matters and Compliance

Title	Verify insurance certificate and policy or related documents
Code	LOCULC301B
Range	This unit of competency is applicable to sea freight, air freight, and express operators. Practitioners should be capable to handle insurance certificate and policy or related documents legally and properly under instruction.
Level	3
Credit	6 （For Reference Only）
Competency	Performance Requirements 1. Knowledge of legal requirements and operation of the insurance industry • Have basic understanding of the difference of insurance certificate and policy or related documents, their legal validity and importance • Understand the latest legal requirements for showing the original copy of the insurance certificate or related documents, and understand the impact of violating relevant legislations • Have basic understanding of the operation of the insurance industry, different roles of the insured, intermediary and insurance company as well as general insurance terms • Capable to handle general documentation and filing duties • Understand the use of general computer software or software used by the company 2. Handle insurance certificate and policy or related documents legally and properly • Verify the insurance certificate and policy or related documents according to the documents exchanged with the intermediary or insurance company • Missing point 2 • Properly file documents which are not necessary to show according to legislations • Contact relevant departments to show the original copy of the insurance certificate or related documents at suitable place according to the company's operation so as to comply with the legal requirements
Assessment Criteria	The integrated outcome requirement of this unit of competency is: • Capable to handle insurance certificate and policy or related documents legally and properly under instruction.
Remark	This UoC is adopted from the Logistics UoCs LOCUIL305A and LOCULC301A