

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

Functional Area - Cargo Transport and Handling

Title	Co-ordinate special cargo transport arrangement
Code	LOSACT303B
Range	This unit of competency is applicable to logistics service providers. Practitioners should be capable of applying routine and special cargo procedures and relevant regulatory requirements to manage the international freight transport.
Level	3
Credit	3 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Knowledge of international freight transport of special cargo including frozen food, halal food, odd-size cargo</p> <ul style="list-style-type: none"> <li>• Understand about the principles of special cargo international transport and logistics requirement</li> <li>• Knowledge of the relevant regulatory requirements of special cargo</li> <li>• Understand the company policy, special handling procedures and key performance indicator</li> </ul> <p>2. Compliance of customers' requirements</p> <ul style="list-style-type: none"> <li>• Confirm customers' requirements for the special cargo movement in terms of estimated budget, goods nature, country of origin/destination, and collection/delivery timescales or any other requirement during the operation</li> <li>• Undertake to decide the most suitable routes and transport modes with agreed charges</li> </ul> <p>3. Organise freight transport</p> <ul style="list-style-type: none"> <li>• Agree the solution with standards, codes, and regulatory requirements for freight transport with customers</li> <li>• Co-ordinate with internal and external parties for tasks allocation, requirement and KPI</li> <li>• Manage transport modes to delivery times, freight mode as per customers' requirements</li> <li>• Check availability and final status of assigned carrier</li> <li>• Arrange freight carrier booking and monitor the performance of each parties during the operations</li> </ul> <p>4. Performance management with transport agents/carriers authorities</p> <ul style="list-style-type: none"> <li>• Ensure all possible and required freight documentation for accuracy and forward to appropriate shipping or air freight agents</li> <li>• Obtain confirmation of departure of vessels from carrier</li> <li>• Monitor the arrival window of cargo at port of entry and appropriate contingent action</li> <li>• Confirm accuracy and acceptance of freight documentation</li> <li>• Perform payments to carrier/subcontractors/agents as agreed time frame or payment terms</li> <li>• Monitor on-forward cargo arrangement from point of entry (if required)</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 possessing relevant knowledge of international freight transport of special cargo as per relevant regulatory requirement and customers' needs;</li> <li>• Capable of organizing transaction as per customers' requirements and agreed solution; and</li> </ul>

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	<ul style="list-style-type: none"><li>• Capable of communicating, managing, monitoring and coordinating with relevant transport agents/carriers/subcontractors to meet the customers' requirement of transporting special cargo</li></ul>
Remark	