

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

Functional Area - Cargo Transport and Handling

Title	Handle receiving and delivery of special cargo
Code	LOSACT309B
Range	This unit of competency is applicable to logistics service providers. Practitioners should be able to handle cargo receiving and delivery of special cargo as per the regulation and requirement of the workplace.
Level	3
Credit	6 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Understand the specification of special cargo</p> <ul style="list-style-type: none"> <li>• Understand the special cargo receiving and different types of operating procedures in accordance with relevant regulatory requirements</li> <li>• Understand the characteristics and handling requirement of special cargo characteristics and handling requirements</li> <li>• Understand the insurance requirements for special cargo</li> <li>• Understand Operational procedures and requirements of freight forwarders</li> <li>• Understand the company's policies and procedures for dealing with special goods transactions</li> <li>• Understand the setting and requirement of workplace</li> </ul> <p>2. Handle the receiving and positioning of special cargo</p> <ul style="list-style-type: none"> <li>• Apply relevant knowledge to analyse inventory</li> <li>• Receive instructions and requirements from customers regarding upcoming special goods transactions</li> <li>• Learn about the characteristics of special goods from the shipper</li> <li>• Plan resources and equipment related to special cargo and inventory characteristics</li> <li>• Prepare workplaces and equipment to receive and send special goods according to customer requirements</li> <li>• Receiving or delivery special goods</li> <li>• In case of an abnormal situation, immediately notify the customer and the company for further processing</li> <li>• Update the system according to customer and company procedures</li> </ul> <p>3. Handle export cargo</p> <ul style="list-style-type: none"> <li>• Plan suitable transportation methods and methods</li> <li>• proceed special cargo labels and markings that comply with domestic and international regulations and workplace requirements, and ensure that special cargo packaging meets regulatory requirements</li> <li>• Prepare the required specific valid documents, such as: permits/licenses and equipment to handle exports</li> <li>• Put more attention to the difference of special cargo and act</li> <li>• Processing export documents, such as: shipping bills, commercial documents</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 handling the receipt and delivery of special cargo;</li> <li>• Capable of coordinating the preparation of international export goods;</li> <li>• Capable of completing the specific and documents required for export; and</li> </ul>

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

Functional Area - Cargo Transport and Handling

	<ul style="list-style-type: none"><li>• Capability of handling special goods and comply with service standards according to customer requirements</li></ul>
Remark	