

Specification of Competency Standards
for the Logistics Industry
Unit of Competency

Functional Area - Cargo Transport and Handling

Title	Handle the storage requirement of special cargo
Code	LOSACT310B
Range	This unit of competency is applicable to logistics service providers. Practitioners should be able to apply the basic knowledge of inventory management to implement the inventory requirements of special goods, including DG, strategic supplies, fresh and perishable goods, goods that are too high, and too wide, and be able to follow relevant operating procedures, inventory management policies and procedures, as well as safety guidelines and related regulations, perform all operations.
Level	3
Credit	3 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Possess the basic knowledge of storage for special cargo</p> <ul style="list-style-type: none"> • Possess the basic knowledge of handling and storage for special goods • Understand the regulations on handling and inventory of special goods • Understand the compatibility of different special goods • Understand the required packaging, freezing temperature, container, carrier • Understand the insurance requirements for special cargo • Understand the guidelines and procedures for handling and stocking special goods of the company • Understand the relevant regulatory requirements, including: safety rules and working practices for handling and moving different types of goods • Understand the compliance with the requirements of the same type of customers and standard operating procedures <p>2. Handle export and import of special cargo</p> <ul style="list-style-type: none"> • Understand the company's existing approval documents and equipment for handling related special goods • Comply with the requirements and standard operating procedures of customer • Learn about the characteristics of special goods from the shipper • Maintain and organize special cargo entry/exit and storage areas in compliance with specifications • Apply handling equipment and tools to handle cargo • Inspect and verify incoming/outgoing special goods according to established entry/exit procedures and document requirements • Check and record receipts to prevent changes, discrepancies, damage and poor quality • Allocate storage locations according to a predetermined storage plan • Update the inventory report form according to the procedure and time frame • In case of an abnormal situation, immediately notify the customer and the company for further processing <p>3. Inventory control</p> <ul style="list-style-type: none"> • Record the inventory in the inventory system and update and distribute to the relevant parties according to the schedule • Regularly check inventory levels and report any discrepancies • Update the inventory of the inventory system once special goods received or delivered • Report irregularities in inventory levels based on demand, such as excess inventory and insufficient inventory per item/period

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Assessment Criteria	The integrated outcome requirements of this unit of competency are: <ul style="list-style-type: none">• Able of efficiently handling receiving/delivery and storage of special cargo in accordance with relevant regulations, company and customer requirements;• Capable of compiling reports on time and accurately; and• Capable of handling daily special cargo inventory and handle abnormal events in accordance with relevant laws and regulation
Remark	