

Specification of Competency Standards
for the Logistics Industry
Unit of Competency

Functional Area - Cargo Transport and Handling

Title	Coordinate operation functions of special cargo transactions
Code	LOSACT401B
Range	This unit of competency is applicable to logistics service providers. Practitioners should be able to arrange and co-ordinate the operation of special cargo transactions in accordance with relevant regulatory requirements and regulations, including the provisions of the Occupational Safety and Health Ordinance 509 and the articles
Level	4
Credit	3 (For Reference Only)
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> 1. Possess the knowledge of special cargo handling procedure <ul style="list-style-type: none"> • Understand the principle of special cargo handling process, including Halal logistics, frozen food, oversized cargo • Understand the specifications of special cargo and specific requirements for equipment, documents and requirements • Understand how to handle workplace policies and procedures for special cargo 2. Prepare storage and handling requirement <ul style="list-style-type: none"> • According to packaging/ labelling (including careful handling, not stacking) and special cargo characteristics • According to workplace procedures and customer requirements, prepare appropriate goods storage and handling, including receiving process, shelf process, order fulfilment and goods scheduling process • Prepare storage and handling requirements based on special cargo specifications that have potential impact on cargo conditions or location requirements 3. Plan storage with the specified location <ul style="list-style-type: none"> • Plan cargo storage locations based on specified criteria such as delivery frequency and special cargo characteristics • Update inventory systems, labels and other information sources to record the location of goods based on the company's program identification and location issues • Pre-plan storage space availability based on customer forecasts and needs 4. Handle the transshipment, loading and unloading of special cargo <ul style="list-style-type: none"> • Provide resources for special cargo transfer operations, such as special equipment, space • Organise special cargo for operation • Perform special cargo receiving and dispatching • Fill in relevant documents 5. Check the special cargo quality and compile status report <ul style="list-style-type: none"> • Check the goods according to the company's quality assurance program and customer requirements • Return, replace or dispose of unusable inventory/products in accordance with the company's quality assurance procedures • Record and report non-conforming products

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	<p>6. Continuous improvement</p> <ul style="list-style-type: none">• A preventive action plan to identify the appropriate personnel that may face problems• Continue to review and meet with relevant parties to identify current and potential problems in each action step• Maintain close communication and discussion with relevant industry associations and Hong Kong SAR departments to obtain future trends and developments
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none">• Capable of applying the knowledge of handling special goods to identify the problem of handling special cargo in warehouses or other storage areas; and• Capable of checking the quality of special cargo and report the status of special goods, to find opportunities for the company to continuously improve services
Remark	