

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

Functional Area - Cargo Transport and Handling

Title	Manage special cargo inventories and facilities
Code	LOSACT503B
Range	This unit of competency is applicable to logistics service providers. Practitioners should be capable of managing special cargo facility and able to determine the inventory requirements with the most optimal space allocation. Special cargo includes frozen food, halal logistics, remains, over-size cargo, dutiable goods, and wine.
Level	5
Credit	6 (For Reference Only)
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> <li>1. Possess the knowledge of special cargo and its characteristics <ul style="list-style-type: none"> <li>• Understand the specification of special cargo</li> <li>• Understand the handling requirement of special cargo</li> <li>• Understand the company policy and procedure on handling special cargo</li> <li>• Understand the relevant regulatory requirements</li> </ul> </li> <li>2. Knowledge of facility management <ul style="list-style-type: none"> <li>• Understand the principles of facility management</li> <li>• Understand the company's requirements on inventory management</li> <li>• Understand the relevant regulatory requirements on facilities set up</li> </ul> </li> <li>3. Space allocation and management <ul style="list-style-type: none"> <li>• Estimate the storage requirements with reference to the space, period of storage and legislative requirements as per customers' requirement and company's business plan</li> <li>• Understand and apply the optimal storage solution, type and solution for special cargo characteristics of specified customers</li> <li>• Identify the inventory level and space requirement as per customers forecast and requirements</li> <li>• Establish contingency plan to mitigate potential risk during peak hour/day/season of the year</li> </ul> </li> <li>4. Identify safety and security requirements of facilities <ul style="list-style-type: none"> <li>• Assess the safety and security requirement of facilities, personnel, and stock</li> <li>• Establish safety and security procedures</li> <li>• Establish fire prevention and firefighting systems as per relevant regulatory requirement</li> <li>• Establish evacuation and emergency plan according the company's policies and procedure and regulations</li> </ul> </li> <li>5. Institute documentation requirement <ul style="list-style-type: none"> <li>• Develop systems to record and trace the inventory and cargo movement record in order to meet the reports for the quality issues, frequency and other requirement and key performance indicators</li> <li>• Establish systems to record the communication with customers in order to assess the effectiveness of operations and collect data for systems enhancement</li> <li>• Develop cross-departmental and company meeting to ensure all the relevant staff can communicate properly and build up relation</li> </ul> </li> </ol>

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	<p>6. Design storage allocation</p> <ul style="list-style-type: none"> <li>• Adopt the most effective and efficient storage plan to allocate and mark the goods</li> <li>• Assess and enhance facility utilisation with different proposed solutions</li> <li>• Establish storage allocation and set up position according to the plan and requirement</li> <li>• Reserve space for supporting functions like maintenance and other requirement of relevant regulatory regulations</li> </ul> <p>7. Review management</p> <ul style="list-style-type: none"> <li>• Review the entire plan and proposal to ensure meeting the customers' requirement and their KPI</li> <li>• Develop periodic review management meeting to ensure the compliance</li> <li>• Develop cross departmental and companies meeting to ensure all involved personnel communicate properly and relationship building.</li> </ul>
<p>Assessment Criteria</p>	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> <li>• Capable of applying special cargo handling knowhow and characteristics to establish facilities management and plan;</li> <li>• Capable of applying facility management knowledge to define space allocation, design of facilities and safety and security requirements for special cargo inventories and warehouses plan;</li> <li>• Capable of developing systems to record and manage inventory and facility requirements;</li> <li>• Capable of designing storage allocation and position;</li> <li>• Capable of evaluating and optimising the utilisation of the facilities with most effective and efficient output; and</li> <li>• Capable of developing regular audit management meeting to ensure their compliance</li> </ul>
<p>Remark</p>	