

Specification of Competency Standards
for the Logistics Industry
Unit of Competency

Functional Area - Cargo Transport and Handling

Title	Manage the storage and facilities of special cargo
Code	LOSACT505B
Range	This unit of competency is applicable to logistics service providers. Practitioners should be able to manage the storage and facilities of special cargo and can enhance the space allocation of the warehouse and facilities.
Level	5
Credit	6 (For Reference Only)
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> 1. Possess the knowledge of special cargo and their characteristics <ul style="list-style-type: none"> • Understand the classification and specifications of special cargo • Understand the requirements for handling special cargo • Understand the company's policies and procedures when handling special cargo • Understand the legal requirements for handling special cargo 2. Possess the knowledge of facilities management <ul style="list-style-type: none"> • Understand the principles of special cargo facility management • Understand the company's guidelines for special cargo facilities • Understand the relevant regulations and requirements for established facilities 3. Establish the storage allocation and management <ul style="list-style-type: none"> • Cooperate with customer requirements and company's business plan, evaluate storage requirements and budget • Further evaluation of reference space, storage period and legislative requirements • Understand and apply the best storage plan, type and solution to the characteristics of the special goods of specific customers • Determine inventory levels and space requirements according to customer forecasts and requirements • Develop contingency plans to reduce potential risks of inventory 4. Establish safety facilities and security procedure <ul style="list-style-type: none"> • Assess the safety and security requirements of facilities, personnel and inventory • Establish fire prevention and fire systems in accordance with relevant regulatory requirements • Develop evacuation and emergency plans in accordance with company policies, procedures and rules and regulations 5. Establish warehouse inventory record and system <ul style="list-style-type: none"> • Establish a system to record and track inventory and cargo transportation records to ensure that the quality meets key performance indicators and update reports • Establish a system to record communication with customers to evaluate the effectiveness of operations and collect data to enhance the system 6. Assess storage allocation <ul style="list-style-type: none"> • Set up and mark allocation with efficient storage plan • Evaluate and improve the utilisation rate of equipment through different systems and report analysis

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	<ul style="list-style-type: none"> • Establish storage allocation and set location based on company business records • Reserve appropriate back-up space to support other requirements <p>7. Establish audit and report</p> <ul style="list-style-type: none"> • Develop regular review plans and recommendations to ensure that its key performance indicators are met • Establish regular review management meetings to ensure compliance and improve • Hold regular inter-departmental and company meetings to strengthen internal and external communication
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> • Capable of applying special cargo handling expertise and characteristics to establish facility management and planning; • Capability to applying facility management knowledge to define safety and security requirements for space allocation, facility design, and special cargo lists and warehouse plans; • Capable of developing systems to record and manage inventory and facility requirements; • Capable of appropriately designing storage allocation and location based on the company's business records; and • Capable of evaluating and optimising the utilisation rate of facilities with the most effective output
Remark	