Specification of Competency Standards
for the Logistics Industry
Unit of Competency

Functional Area - Import/Export Documentation

Title	Obtain related document, create file and check data
Code	LOSAIE201B
Range	This unit of competency is applicable to logistics service providers. Practitioners should be capable of understand the operations of general export and import, transportation and related insurance service and can obtain and complete, maintain related document
Level	2
Credit	6 （For Reference Only）
Competency	Performance Requirements 1. Possess the knowledge of import and export trade and transport documents • Understand the process of import and export trade, commonly used documents and related industry terms • Understand commonly used shipping documents, such as bill of lading and related industrial terms • Understand common air transport documents, such as air waybill and related industrial terms 2. Understand the legal requirement and the basic knowledge of transport related insurance service • Understand the differences in the roles of various insurance services, policyholders, insurance intermediaries and insurance companies, and general insurance clauses • Understand the differences, legal effects and importance of insurance certificates, insurance policies or related documents • Understand the requirements of the latest laws to display the original insurance certificate or related documents, and understand the impact of violating the relevant laws 3. Know how to create a file, check the related documents and filing • Able to handle related documents and file storage tasks • Know how to use general computer software / specific software used by the company • Able to check relevant information and archive relevant documents for proper filing record
Assessment Criteria	The integrated outcome requirements of this unit of competency are: • Capable of understanding the general import and export, freight operational documents and industrial language; • Capable of understanding transport related insurance services and legal requirements; and • Capable of obtaining relevant documents, check relevant information, open files and archive relevant documents
Remark	