

Specification of Competency Standards
for the Logistics Industry
Unit of Competency

Functional Area - Import/Export Documentation

Title	Handle sea freight export and import documents
Code	LOSAIE202B
Range	This unit of competency is applicable to logistics service providers. Practitioners should be capable of handling sea freight export and import documents.
Level	2
Credit	3 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Possess the knowledge of sea freight documents</p> <ul style="list-style-type: none"> • Know about the incoterms, codes, abbreviation and jargons commonly used in the market and meaning of them • Know about the requirement of special cargo handling and requirement of the company and regulatory requirement • Know about necessary import /export documents • Possess basic knowledge of sea freight operations and its work flow <p>2. Handle sea freight export and import documents</p> <p>3..1 Export</p> <ul style="list-style-type: none"> • Obtain and verify required export documents (e.g., commercial invoice, import/export permit, import/export license) with reference to delivery procedure • Verify the sea freight documents (e.g., destination, cargo quantity, cargo weight and dimension, commodity and product value, payment terms) • Handle booking request and issue relevant documents (e.g., booking confirmation or equipment release order) • Ensure valid SOP/quotation and agreement signed with the exporters/consignee/customers • Fill in or input the required information with reference to delivery procedures and operations guidelines and submit documents (or electronic documents) to relevant parties or government agents for export declaration • Arrange appropriated and required transaction like ACI, AMS, ENS...as per trade requirement, carriers requirement and other trade compliance • Issue relevant transport documents (e.g., Bill of Lading and Sea Waybill) as per customers' request and company policy • Prepare booking, receiving, loading, departure report as per customers' requirement, SOP and company's policy • Send, receive and complete relevant documents in electronic format or hard copy • Issue invoice for payment collection and issue relevant transport documents (e.g., Bill of Lading) to shipper or any party as per SOP <p>4..2 Import</p> <ul style="list-style-type: none"> • Receive information, pre-alert and other notice from origin agents/offices • Collect and check relevant import documents, and handle cargo release • Send arrival notice to consignee or notify parties or any party as per SOP • Check and verify all import documents are ready and present by customers • Handle special cargo as per relevant regulatory requirement and company's policy • Update system to reflect cargo statuses • Arrange delivery accordingly and report irregularity (if any)

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	<ul style="list-style-type: none">• Release documents to customers and housekeeping <p>5.3 Re-export</p> <ul style="list-style-type: none">• Co-ordinate with export agent/offices and arrange export via Hong Kong as per company's policy and procedure• Perform both import and export documents accordingly• Declare normal import and export transaction as per relevant regulatory requirement
Assessment Criteria	<p>The integrated outcome requirement of this unit of competency is:</p> <ul style="list-style-type: none">• Capable of handling sea freight import and export documents
Remark	