

Specification of Competency Standards
for the Logistics Industry
Unit of Competency

Functional Area - Import/Export Documentation

Title	Handle transport documents
Code	LOSAIE301B
Range	This unit of competency is applicable to logistics service providers. Practitioners should be capable of understanding different trading modes and their requirements on import, export and re-export documents.
Level	3
Credit	6 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Possess basic knowledge of different trading modes</p> <ul style="list-style-type: none"> • Understand the concepts of different trading modes, including import /export, re-export various types of processing trade, compensation trade, trading between Taiwan and mainland China, e-trade, etc. • Understand freight process and documentation involved in different trading modes • Know about the system applying in the operations such as ROCARS, Tradelink, etc. • Understand the legal position and obligation of the company and the customers among the transaction • Understand specific logistics processes involved in different trading modes, such as custom's supervision, warehousing arrangement, bonded arrangement, customer transfer arrangement, customer seal, joint inspection, etc. • Know about the trading mode of the Mainland China and its customs systems • Understand organisations and government departments involved in different trading modes <p>2. Handle documents for different trading modes</p> <ul style="list-style-type: none"> • Collect documents required from the shipper or its agent, such as agreement for transaction or processing, invoice, import, export or re-export permit and document, etc. • Prepare freight documents to be issued by the company • Check the documents according to the checklist (e.g., details of shipper and consignee, cargo marking and packaging, quantity and cargo, cargo weight and measurement, freight terms, and payment methods) • Submit information and valid documents through specified system to the related authority • Ensure transaction has been proven before the physical operation taken • Record the proven identity for following up action • Request the consignee to issue an appropriate and valid receipt for goods • Prepare and handle customs clearance and declaration documents • Prepare appropriate documents for storage, picking and delivery of cargoes • Urge customers and other companies or departments to provide documents required • Submit documents required by the organisations or departments • Co-ordinate with receiver for the time of clearance at the custom in case of need
Assessment Criteria	<p>The integrated outcome requirement of this unit of competency is:</p> <ul style="list-style-type: none"> • Capable of handling import, export or re-export documents correctly according to trading needs
Remark	This UoC is adapted from the Logistics UoC LOCUIE301A