

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

Functional Area - Import/Export Documentation

|                     |   |
|---------------------|---|
| Title               | Consolidate transport manifest/pre-alert documents  |
| Code                | LOSAIE303B  |
| Range               | This unit of competency is applicable to logistics service providers. Practitioners should be capable of consolidating manifest /pre-alert documents with reference to relevant regulatory requirements (e.g., submission of dangerous cargo declaration, master data sheet) for the carriage of freight.   |
| Level               | 3   |
| Credit              | 3 (For Reference Only)  |
| Competency          | <p>Performance Requirements</p> <p>1. Possess the knowledge of transport manifest/pre-alert documents</p> <ul style="list-style-type: none"> <li>• Understand the use of transport manifest/pre-alert documents</li> <li>• Understand the importance of documentation and timing manner</li> <li>• Understand the usage of company's system and related regulatory requirement on preparing and presenting manifest/pre-alert</li> <li>• Understand the relevant regulatory requirements and workplace documentation procedure</li> </ul> <p>2. Identify documents and verify data and information</p> <ul style="list-style-type: none"> <li>• Check and verify relevant documentation to ensure all appropriate information have been entered</li> <li>• Note and report omissions/discrepancies in accordance with workplace procedures (e.g., processes to compile cargo manifest)</li> <li>• Enter relevant data (e.g., identification codes, DG, declarations and relevant data) into record systems with reference to relevant regulatory requirements (e.g., submission of dangerous cargo declaration, master data sheet) and workplace procedures</li> <li>• Check and verify relevant freight clearance operations and regulate deficiencies (where appropriate)</li> <li>• Attached relevant documents as per procedure such as MBL, HBL, MSDS, visa, etc.</li> </ul> <p>3. Process documentation</p> <ul style="list-style-type: none"> <li>• Maintain files/system including the appending of all relevant data/information</li> <li>• Ensure document issuance and distribution as per company's requirement</li> <li>• Perform data transmission to local regulatory departments and global parties involved in the transaction</li> <li>• Complete and document tracking/monitoring processes</li> </ul> |
| Assessment Criteria | <p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> <li>• Capable of applying routine principle and procedure to identify manifest documentation; and</li> <li>• Capable of handling transport manifest/pre-alert documents</li> </ul>  |
| Remark              |   |