Specification of Competency Standards
for the Logistics Industry
Unit of Competency

Functional Area - Import/Export Documentation

Title	Plan and design import/export and re-export documents
Code	LOSAIE304B
Range	This unit of competency is applicable to logistics service providers. Practitioners should be capable of applying knowledge of import/export and re-export operations to plan and design import/export and re-export documents according to relevant import/export regulatory requirements (e.g., Customs declaration).
Level	3
Credit	6 （For Reference Only）
Competency	Performance Requirements 1. Analyse import/export and re-export operations • Understand the import, export and re-export procedure • Master the documentation requirements for import, export and re-export of goods • Understand the requirements of cargo handling • Master the documentation processes for import, export and re-export of goods 2. Assess cargo for transport • Assess import/export/re-export cargoes concerning their value, commodity type and size, transport modes, and classifications according to relevant import/export/re-export regulatory requirements • Advise customer of discrepancies and rectification procedures according to workplace procedures (e.g., document verification processes) 3. Plan and design the documentation workflow and procedure • Examine the regulatory requirements of import/export/re-export packing lists (e.g. cargo details, descriptions, dimension and weight, quantity, etc.), and commercial documents are processed/ prepared according to regulatory requirements (e.g., customs declaration) • Design cost-effective documentation workflow and procedure • Co-ordinate with related parties to implement the documentation workflow and procedure • Apply required documents as per relevant regulatory requirement • Prepare the best and most efficient process for the transaction • Review the workflow and procedure in the aspects of efficient use of resources, and comply with regulatory requirements
Assessment Criteria	The integrated outcome requirements of this unit of competency are: • Capable of assessing import/export and re-export cargo for transport; • Capable of assessing import/export and re-export cargo value, descriptions, size and transport modes as per regulatory requirements; and • Capable of planning and designing import/export and re-export documents
Remark	