

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

Functional Area - Operations Management

Title	Understand logistics and supporting service terminologies
Code	LOSAOM101B
Range	This unit of competency is applicable to logistics service providers. Practitioners should be capable of understanding and applying basic logistics terms, codes and abbreviations.
Level	1
Credit	3 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Possess knowledge logistics terminology</p> <ul style="list-style-type: none"> <li>• Understand the logistics workflow and relevant terms</li> <li>• Understand trade related terms</li> <li>• Understand the loading/unloading operations of container and terminal, and relevant terms</li> <li>• Understand abbreviations and terms used in freight documents</li> <li>• Understand abbreviations and terms used in the calculation of freight charges</li> <li>• Understand names of the countries, areas and ports</li> <li>• Understand the abbreviations commonly used in logistics</li> <li>• Understand the meaning of the abbreviations</li> <li>• Understand the conversion of the abbreviations in English or Chinese</li> <li>• Understand ways to inquire or consult about freight transport abbreviations commonly used</li> <li>• Understand names and abbreviations of different weights and measurements</li> <li>• Understand names and abbreviations of different currencies</li> <li>• Understand the expression of international time</li> <li>• Understand ways to inquire or consult about the meanings of the aforesaid codes and terms</li> </ul> <p>2. Apply basic freight transport terms, codes and abbreviations</p> <ul style="list-style-type: none"> <li>• Apply appropriate freight transport terms to communicate with counterparts, customers and colleagues effectively, e.g. receiving and conveying information</li> <li>• Use logistics and freight transport terms to complete logistics and trading documents</li> </ul>
Assessment Criteria	<p>The integrated outcome requirement of this unit of competency is:</p> <ul style="list-style-type: none"> <li>• Capable of using freight transport terms, codes and abbreviations correctly in general communication and document handling so as to avoid delays, mistakes or losses caused by wrong use of terms</li> </ul>
Remark	