Specification of Competency Standards
for the Logistics Industry
Unit of Competency

Functional Area - Operations Management

Title	Maintain and manage business records
Code	LOSAOM301B
Range	The unit of competency is applicable to logistics service providers. Practitioners should be capable of applying theoretical knowledge of recordkeeping to perform the tasks of business records maintenance with reference to relevant record management procedures, processes, and requirements.
Level	3
Credit	3 （For Reference Only）
Competency	Performance Requirements 1. Knowledge of record management • Understand relevant regulatory requirements in handling business records • The principles of big data • Understand company policy and requirements • Know about the principles of record management 2. Handle business records • Identify information/records to be incorporated into business/records systems in accordance with organisational criteria • Sort records with reference to workplace requirements • Adhere to security and access requirements in handling business records • Comply with the security and access requirements for handling business records 3. Update business or records systems • Identify and document control information to be incorporated into business/records systems • Update control information within business/records systems • Record and update control information in business/records systems • Identify and archive business activity records 4. Generate reports • Interpret reports requests and clarify the required content and frequency • Generate reports from business/records systems according to instructions, request, and organisational security and access procedures
Assessment Criteria	The integrated outcome requirements of this unit of competency are: • Capable of collating, implementing and monitoring business or record systems; and • Capable of facilitating effective recordkeeping and governance practices across the organisation.
Remark	