Specification of Competency Standards
for the Logistics Industry
Unit of Competency

Functional Area - Planning and Design of Logistics Solutions

Title	Manage technical data and information
Code	LOSAPD603B
Range	This unit of competency is applicable to logistics service providers. Practitioners should be capable of applying the knowledge of data management to manage technical data and information with reference to relevant organisational policy (e.g., system security, and user authority).
Level	6
Credit	6 （For Reference Only）
Competency	Performance Requirements 1. Knowledge of data management • Know about the principles of data management in logistics operations • Know about the principles of system management in logistics operations • Know about data security and related legal requirement • Understand company policy and procedures 2. Designate detailed technical data and information use, and maintenance responsibilities • Designate responsibilities for technical data and information use and maintenance activities to staff with reference to system framework, organisational policy (e.g., system security, and user authority) • Develop operating rules in compliance with systems framework • Allocate resources with reference to strategic plan and organisational policy • Review regularly the resources to ensure their reliability and effectiveness 3. Develop key performance indicators for technical data management activities • Develop performance indicators for technical data management activities • Identify and document data management responsibilities of individuals/organisations • Determine acceptable range of variation based on data management system and risk management analysis 4. Develop monitoring methodology • Develop monitoring methodology for the technical data management system's rules, standards and procedures • Develop a methodology that includes timeframes, means and form • Submit methodology, performance criteria and ranges of variation to relevant authority for approval 5. Monitor a technical data management system • Undertake monitoring activities according to timeframes and frequency • Monitor the use of technical data and information • Record variation from data management system's framework, rules, standards and procedures • Provide reports to relevant authority in the required format and intervals 6. Identify and respond to problems and changes • Identify problems and changes in monitoring reports

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	• Make recommendations for revisions to systems, procedures, and plans in response to the identified problems and changes • Devise system amendments and plan implementation • Prepare recommendations for required system amendments, planning, and implementation • Authorise subsequent alterations and amendments to the procedures and ensure performance indicator parameters and rules are adhered to 7. Manage technical data and information • Designate technical data and information creation and capture responsibilities of staff • Set technical data and information creation and capture performance targets within the parameters of the technical data management plan • Allocate resources for the budget period with reference to the developed strategic plan 8. Review technical data management activities • Collect actual information to evaluate the performance of technical data management activities • Compare the actual performance with per-determined performance indicators • Identify performance gaps • Provide effective recommendations to enhance the performance 9. Automation • Define the probability of applying automation and resources in data and information management • Obtain or develop the current automation system • Compile automated information and reports as planned and requirement • Review the completeness and reliability of data and information • Regular audit for improvement
Assessment Criteria	The integrated outcome requirements of this unit of competency are: • Capable of applying relevant implementation processes; • Capable of monitoring and reporting on implementation processes; • Capable of analysing data and information; and • Capable of reviewing technical data management activities
Remark	