

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

Functional Area - Cargo Safety and Security

Title	Handle special cargo
Code	LOSASS301B
Range	This unit of competency is applicable to logistics service providers. Practitioners should be capable of handling special cargo according to the standard regulation.
Level	3
Credit	3 (For Reference Only)
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> <li>1. Possess the knowledge of special cargo handling procedure <ul style="list-style-type: none"> <li>• Understand the concept of special cargo handling procedure</li> <li>• Understand the standard, facilities, documents and other concrete document requirement</li> <li>• Know how to handle the policy and procedure of work place of special cargo</li> </ul> </li> <li>2. Plan the specific storage location <ul style="list-style-type: none"> <li>• Plan cargo storage locations based on specified criteria such as delivery frequency and cargo characteristics</li> <li>• Update storage systems, tags and other information sources</li> <li>• Pre-plan storage space availability based on customer forecasts and needs</li> </ul> </li> <li>3. Handle cargo in transit, loading and unloading and their requirement <ul style="list-style-type: none"> <li>• Provide resources such as special equipment and space for cargo in transit operation</li> <li>• Proceed cargo receiving and planning</li> <li>• Provide required documents</li> </ul> </li> <li>4. Handle irregularity <ul style="list-style-type: none"> <li>• Take regular survey tasks according to the requirement of company quality assurance procedure and customer request</li> <li>• If any irregularity found, proceed return cargo, replacement and handle absolute inventory/products according to the procedure</li> <li>• Update record and compile report for any non-compliance products</li> </ul> </li> <li>5. Promote continuous improvement <ul style="list-style-type: none"> <li>• Apply market knowledge and customer needs to develop the most useful and effective operating procedures</li> <li>• Maintain close communication and discussion with relevant industry associations and Hong Kong SAR departments to obtain future trends and developments</li> </ul> </li> </ol>
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> <li>• Capable of applying knowledge of handling special cargo;</li> <li>• Capable of handling irregularity; and</li> <li>• Capable of solving existing and potential problems in operation and promote continuous improvement</li> </ul>
Remark	