

Specification of Competency Standards
for the Manufacturing Technology Industry
Unit of Competency

Functional Area - Delivery and Monitoring

Title	Handle shipping documents
Code	106381L2
Range	This unit of competency is applicable to the person in charge of logistic of the manufacturing technology corporations. Practitioners should be capable to apply all kinds of logistic and shipping knowledge in daily work, effectively communicate with internal colleagues and logistics service providers, as well as handle logistic and shipping documents.
Level	2
Credit	3 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Understand the relevant knowledge of handling logistic and shipping documents</p> <ul style="list-style-type: none"> • Understand the relevant terms code, industry terminology of logistics and trade, including land, maritime and air transport • Know the terminology of basic loading and unloading operations • Know the names of countries, regions and ports • Understand the abbreviations and industry terminology applied on shipping documents • Understand different names and abbreviations of measurements • Understand different names and abbreviations of currency. • Understand international time expression <p>2. Handle logistic and shipping documents</p> <ul style="list-style-type: none"> • Handle logistic and shipping documents such as Shipping waybill, shipping order (S / O), bill of lading, sea transit waybill, air main/ copy waybill, delivery instructions. (S/O) / • Apply logistic and shipping industry terminology appropriately, effectively communicate with logistics service providers, such as consult the detailed logistic arrangement, receive and send information. • Communicate with internal colleagues effectively. • Preserve all kinds of logistic and shipping documents appropriately. <p>3. Professional handling of logistic and shipping documents</p> <ul style="list-style-type: none"> • Follow the relevant legal compliance of logistics and transportation, warehousing, customs and bonded etc, handle logistic and shipping documents.
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> • Capable to use the transportation industry terminology, codes and abbreviations of logistics correctly. • Capable to communicate with internal colleagues and logistics service providers effectively, as well as handle logistic and shipping documents appropriately.
Remark	