

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

Functional Area - Delivery and Monitoring

Title	Handle delivery arrangement
Code	106448L3
Range	This unit of competency is applicable to all logistics department of the corporation of Manufacturing Technology Industry. Practitioners should be capable to apply the knowledge of logistics and freight, arrange the most suitable container and freight service to complete all kinds of delivery tasks.
Level	3
Credit	3 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Understand relevant knowledge of handling delivery arrangement</p> <ul style="list-style-type: none"> • Recognise the general characteristics and processes of land, maritime and air transport, such as the characteristics and limitations of the types of vehicle and truck, shipping routes, regions and ships, and different air carrier and pallets • Recognise the concepts of unit load (Unit Load) • Recognise the operation of freight • Recognise the technologies related to product tracking • Understand different types and uses of containers • Understand the size, volume, maximum load, external and internal dimensions of different containers • Understand the coordination between shipping containers and cargo • Understand the characteristics of containers and cargo, including classification and characteristics, and the arrangements of loading and unloading of different containers and cargo • Understand the concepts and advantages and disadvantages of multimodal transport • Understand the responsibilities of the logistics service providers when handling containers and cargo • Understand the relevant terms of shipping conditions, such as FOB and CIF <p>2. Handle delivery arrangement</p> <ul style="list-style-type: none"> • Communicate with the logistics service providers on all kinds of shipping arrangements, understand the details of the price of different freight arrangements, insurance, characteristics and limitations • Communicate with internal staff and collect shipping conditions and requirements • Arrange a suitable container and delivery services for different delivery conditions and requirements • In accordance with different delivery conditions, carry out different delivery arrangements and documents handling • Track the locations and conditions of goods from logistics service providers • Answers all questions of delivery raised by internal staff and explain the details of shipping arrangements • Manage the logistics service providers, and reflect the actual situation to all levels of management and make recommendations <p>3. Professional handling of delivery arrangement</p> <ul style="list-style-type: none"> • Follow the relevant legal compliance which are related to logistics and transportation, warehousing, customs and bonded, and handle delivery arrangement
Assessment Criteria	The integrated outcome requirements of this unit of competency are:

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	<ul style="list-style-type: none">• Capable to arrange appropriate delivery services in accordance with all kinds of delivery conditions and requirements• Capable to complete all kinds of reports and report the actual delivery conditions to management
Remark	