

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

Functional Area - Delivery and Monitoring

Title	Arrange customs declaration and clearance
Code	106450L3
Range	This unit of competency is applicable to the logistics staff of the Manufacturing Technologies Industries corporation. Practitioners should be capable to follow the procedures and requirements of government departments, and arrange customs declaration and clearance
Level	3
Credit	3 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Understand relevant knowledge of arranging customs declaration and clearance</p> <ul style="list-style-type: none"> • Recognise the declaration procedure of import and export of goods • Recognise the declaration procedures of import and export of goods under the bonded system • Recognise declaration procedures of overflow discharge, mis-unloading and cargo shortlanded • Recognise the relevant declaration procedures of transit, transshipment and transportation • Recognise the relevant procedures of customs transit • Recognise the dutiable commodities and control of Customs Clearance procedures of goods • Recognise the categories and arrangements of declaration documents • Recognise electronic data interchange or electronic platforms to carry out declaration • Understand the qualifications of declaration officers, declaration time and time limit, organization and location, reporting procedures and required documents • Understand the function of the customs, the reasons to declare, customs declaration procedures, fees, fines of delay reporting • Understand the customs declaration content, such as cargo statistics code, focus description and number • Understand the customs inspection formats of goods, such as random checks and appearance inspection <p>2. Arrange customs declaration and clearance</p> <ul style="list-style-type: none"> • In accordance with local customs framework, ensure to make declaration to the relevant authorities within time limit when importing and exporting goods • According to local customs requirements, handle the entrusted declaration • Prepare adequate and appropriate customs declaration documents and files • According to the local customs requirements, fill in the required documents or enter the required information • Apply Internet to reserve inspection of the seized goods • Keep the customs clearance documents appropriately • Monitor the work of inspection of goods of the customs and record any accident of damage • Work closely with logistics service providers or agents to deal with the issues of customs declaration and clearance <p>3. Professional handling of arranging customs declaration and clearance</p> <ul style="list-style-type: none"> • Follow the relevant legal compliance which are related to logistics and transportation, warehousing, customs and bonded, and arrange customs declaration and clearance

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Assessment Criteria	The integrated outcome requirements of this unit of competency are: <ul style="list-style-type: none">• Capable to follow the customs declaration procedures and requirements and complete the customs declaration correctly and in a timely manner• Capable to follow the government procedures and requirements, complete the clearance procedures
Remark	