

Specification of Competency Standards of the Retail Industry

**Unit of Competency**

**Functional Area: Specific Product Knowledge**

Title	Transport and store tobacco
Code	105712L3
Range	This unit of competency (UoC) is applicable to staff responsible for the transportation and storage of tobacco products. It requires some analysis. It covers the abilities to perform the tasks of transporting and storing tobacco products according to the handling procedures and guidelines established by the organization.
Level	3
Credit	6 (for reference only)
Competency	<p>Performance Requirements</p> <p>1. Knowledge of transporting and storing tobacco</p> <ul style="list-style-type: none"> <li>• Understand the organization's requirements and guidelines on the storage and transportation of tobacco products</li> <li>• Understand the details for the transportation of tobacco products, e.g. : <ul style="list-style-type: none"> <li>• Safely delivering tobacco products to specified destinations within the shortest time</li> <li>• Avoiding damage to tobacco products or minimizing the damage during transportation</li> </ul> </li> <li>• Understand the details of warehousing management for tobacco products, e.g. : <ul style="list-style-type: none"> <li>• Maintaining the quality of the stocks of tobacco</li> <li>• Lowering warehousing costs</li> <li>• Maintaining the accuracy of stock records</li> <li>• Measures related to occupational safety and health in warehouses</li> </ul> </li> <li>• Understand the duties of staff engaged in the transportation and storage of tobacco products and the knowledge and skills required of them</li> <li>• Understand the legislations and regulatory codes related to tobacco products, e.g. : <ul style="list-style-type: none"> <li>• Dutiable Commodities Ordinance, Chapter 109, Laws of Hong Kong</li> <li>• Smoking (Public Health) Ordinance (Display of sign when offering tobacco products for sale), Section 15B, Chapter 371, Laws of Hong Kong</li> <li>• Tobacco products are prohibited to sell to any person under 18 years of age</li> <li>• Smoking is prohibited in non-smoking areas</li> </ul> </li> </ul>

# Specification of Competency Standards of the Retail Industry

## Unit of Competency

### Functional Area: Specific Product Knowledge

Competency	<p>2. Transport and store tobacco</p> <ul style="list-style-type: none"><li>• Transport tobacco products according to the handling procedures and guidelines established by the organization, including:<ul style="list-style-type: none"><li>• Ensuring the cleanliness of delivery vehicles before loading of tobacco products</li><li>• Checking and recording tobacco products before loading onto vehicles</li><li>• Checking whether the tobacco product tags are correct and the packing is intact</li><li>• Ensuring that the room temperature in delivery vehicles meets the specified requirements (e.g. temperature and humidity)</li><li>• Delivering the tobacco products to destinations within the shortest time according to established schedule, sequence and route</li><li>• Following the procedures and completing the delivery formalities by handling/signing all the related documents when arriving at the unloading area</li></ul></li><li>• Store tobacco products according to the handling procedures and guidelines of the organization, including:<ul style="list-style-type: none"><li>• Ensuring that the environment of the warehouse meets the requirements for the storage of tobacco products</li><li>• Inspecting and accepting goods and checking all the related documents</li><li>• Warehousing, shelving and storing</li><li>• Stock management and keeping records</li><li>• Applying the “first-in-first-out” principle or other methods (e.g. money-for-value, safety or time principle) to handle stocks</li><li>• Monitoring the stocks of tobacco products and conducting stocktaking regularly</li><li>• Handling the deteriorated and expired tobacco products in stock</li></ul></li><li>• Follow the requirements related to tobacco laws and regulations and take note of their amendments during the working period</li></ul> <p>3. Exhibit professionalism</p> <ul style="list-style-type: none"><li>• Strictly follow the guidelines and regulatory requirements established by the organization when transporting and storing tobacco products</li><li>• Act in such a professional manner that no deception or neglect of duty occurs</li></ul>
Assessment Criteria	<p>The integrated outcome requirement of this UoC is the ability to:</p> <ul style="list-style-type: none"><li>• Perform the tasks of transporting and storing tobacco products according to the handling procedures and guidelines established by the organization so as to ensure smooth operation of tobacco retail business.</li></ul>
Remark	