

Overview

This standard is about obtaining information on goods being transported in international trade and logistics operations. The information must be accurate, complete and comply with the requirements of the relevant regulatory authorities, whether operating nationally or internationally. The information obtained must contain all the relevant details in order that the goods can be transported efficiently and on time. You will be responsible for communicating with all those involved in goods transportation and dealing with any discrepancies in the information.

This standard is for those responsible for supporting international trade and logistics operations.

Performance criteria

You must be able to:

1. Contact the customer and relevant stakeholders to obtain relevant information on the goods being transported
2. Obtain all relevant information that is required for the relevant documentation on the goods being transported
3. Obtain all relevant transportation instructions for the goods from customers, and confirm any special requirements or instructions on the goods being transported
4. Check the content and the suitability of the information obtained
5. Identify the relevant national and international legislation and regulations that apply to the goods being transported
6. Collate the information ready for use when required to produce all relevant documentation
7. Check that the transport documentation is retained in line with the relevant statutory, regulatory, legislative and organisational requirements
8. Identify any discrepancies or issues with the goods, documentation and transportation instructions, and take the required action to deal with these
9. Report work activities and record them in the appropriate information systems in accordance with the relevant statutory, regulatory, legislative and organisational procedures
10. Comply with all the relevant health and safety, environmental, legislative, regulatory standards and organisational procedures

Knowledge and understanding

You need to know and understand:

1. Who to obtain the relevant information from on the **goods** being transported
2. The relevant **transportation instructions** and details of **goods** being transported and how to obtain the relevant information
3. The preferred methods, modes and timescales for transporting **goods**
4. The role of the relevant organisations and agencies in moving **goods** nationally and internationally
5. The systems and procedures used by the relevant organisations and agencies involved in moving goods nationally and internationally
6. The documentation and level and type of information required by the relevant stakeholders for different types and mixes of **goods**, transport methods and transit routes
7. The importance of obtaining and checking any **special requirements** needed by different **goods** and mixes of **goods** being transported
8. The consequences of completing incorrect information/documentation on the movement of the goods and their non-compliance
9. The relevant trade terms and international standards for freight carriage, insurance, and costs (**Incoterms**)
10. The correct procedures and timescales for retaining documentation in relation to transporting **goods** to meet relevant stakeholder requirements
11. The sources of information on relevant legislation and regulations
12. The relevant national and international legislations, regulations and regulatory bodies and their compliance requirements for different types of **goods**, transport modes, and international trade
13. The reporting responsibilities and information systems used by your organisation for transporting goods nationally and internationally
14. The roles and responsibilities of different colleagues in the supply chain when transporting **goods**
15. The relevant national and international legislation, regulations and organisational procedures that apply to health and safety, your own area of responsibility and ethical considerations

Scope/range

Documentation

- Transportation documentation
- Payment documentation
- Trade documentation
- Customs

Goods

- hazardous goods (flammable, toxic, milk, grain)
- mix of goods (food and non-food products)
- non-hazardous
- perishable (food)
- goods for repair/return
- goods for exhibitions/showcase events

Special requirements

- segregation
- environmental requirements, heat, cold, humidity
- restricted goods
- welfare requirements for live animals
- mix of goods
- security
- customs declarations

Transportation instructions

- time
- mode of transport

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- cost

Glossary

Incoterms

International Commercial Terms. The Incoterms rules explain a set of 3 letter trade terms reflecting business-to-business practice in contracts for the sale of goods. The Incoterms rules describe the tasks, costs and risks involved in the delivery of goods from sellers to buyers.

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