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| Reference. No. | | | | | | | | | | | | | | | | | | |
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SELF ASSESSMENT GUIDE

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| Qualification: | MULTIMODAL TRANSPORT OPERATIONS AND LOGISTICS SERVICES NC II | | | | | | | | | | | | | | | | | | | | | | | | |
| Units of Competency Covered: | <ul style="list-style-type: none"> • Perform industry calculation in freight forwarding and documentation services • Process transport documents for import cargo • Prepare request for payment and billings • Prepare and complete statistical reports • Process shipping documents • Liaise with relevant stakeholders • Address bottlenecks and work disruptions | | | | | | | | | | | | | | | | | | | | | | | | |
| Instruction: <ul style="list-style-type: none"> • Read each of the questions in the left-hand column of the chart. • Place a check in the appropriate box opposite each question to indicate your answer. | | | | | | | | | | | | | | | | | | | | | | | | | |
| Can I? | | | | | | | | | | | | YES | | | NO | | | | | | | | | | |
| PERFORM INDUSTRY CALCULATION IN FREIGHT FORWARDING AND DOCUMENTATION SERVICES | | | | | | | | | | | | | | | | | | | | | | | | | |
| Carry out calculations. * | | | | | | | | | | | | | | | | | | | | | | | | | |
| • Identify and calculate volume and weight as required in workplace tasks. * | | | | | | | | | | | | | | | | | | | | | | | | | |
| • Perform calculations needed to complete work task using the four basic processes of addition, subtraction, multiplication and division or any appropriate. * | | | | | | | | | | | | | | | | | | | | | | | | | |
| • Perform calculations involving fractions, percentages and mixed numbers and using the four basic processes as required to complete workplace procedures. * | | | | | | | | | | | | | | | | | | | | | | | | | |
| • Use the functions of a calculator, numeric keypad of computer to perform mathematical operations. * | | | | | | | | | | | | | | | | | | | | | | | | | |
| • Self-check and corrects numerical information for accuracy. * | | | | | | | | | | | | | | | | | | | | | | | | | |
| Prepare cost estimates. * | | | | | | | | | | | | | | | | | | | | | | | | | |
| • Identify cargo weight and dimension in accordance with standard operating procedure. * | | | | | | | | | | | | | | | | | | | | | | | | | |
| • Apply standard tariff for destination charges and/or agreed rates in accordance with standard operating procedure. * | | | | | | | | | | | | | | | | | | | | | | | | | |
| • Use applicable foreign exchange rate conversion for cost estimate in accordance with industry practice. * | | | | | | | | | | | | | | | | | | | | | | | | | |

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| <ul style="list-style-type: none"> Estimate quantities of materials and resources required to complete a work task. * | | |
| <ul style="list-style-type: none"> Make accurate estimates for work completion. * | | |
| Interpret graphical representations of mathematical information * | | |
| <ul style="list-style-type: none"> Recognize information represented in symbols, diagrams, markings, signage and pictorial representations. * | | |
| <ul style="list-style-type: none"> Establish applicable format presentation in accordance with company procedure. * | | |
| <ul style="list-style-type: none"> Establish comparative variances of performance data in accordance with company procedure. * | | |
| PROCESS TRANSPORT DOCUMENTS FOR IMPORT CARGO | | |
| Gather applicable documentation requirements for import cargo | | |
| <ul style="list-style-type: none"> Identify documentation requirements in accordance with established standard procedures. | | |
| <ul style="list-style-type: none"> Assess commodity type, size, commercial value, shipping method, classification according to established standards and procedures. | | |
| <ul style="list-style-type: none"> Gather import documentary requirements and any missing document or discrepancy for rectification is identified and reported to the superior in accordance with workplace and regulatory procedures. | | |
| <ul style="list-style-type: none"> Observe established timelines and procedures for gathering import shipping documents in compliance with workplace and regulatory procedure. | | |
| Prepare import documentary requirements | | |
| <ul style="list-style-type: none"> Check import shipping documents obtained for accuracy and completeness in accordance with import requirements and procedures. | | |
| <ul style="list-style-type: none"> Monitor and confirm arrival details with the carriers in accordance with work procedures. | | |
| <ul style="list-style-type: none"> Prepare and submit inward foreign manifest in accordance with customs regulations and workplace procedures. | | |
| Issue documentary requirements for import delivery | | |
| <ul style="list-style-type: none"> Issue notice to the consignee. | | |
| <ul style="list-style-type: none"> Prepare all import documentary requirements to facilitate transfer and stripping of import cargoes. | | |

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| <ul style="list-style-type: none"> • Issue delivery order to consignee or its authorized representative upon fulfillment of all documentary and financial requirements. | | |
| <ul style="list-style-type: none"> • Address discrepancy, other documentary requirements and procedures in accordance with standard procedure. | | |
| Track and update status of import cargo | | |
| <ul style="list-style-type: none"> • Report any cargo irregularity to the superior for appropriate action in accordance with workplace and regulatory procedures. | | |
| <ul style="list-style-type: none"> • Monitor and report status of cargo release to the superior in accordance with agreed lead time and regulatory requirements. | | |
| <ul style="list-style-type: none"> • Coordinate any special instructions with concerned parties in accordance with client's and workplace requirements. | | |
| PREPARE REQUEST FOR PAYMENT AND BILLINGS | | |
| Prepare payments and billings. * | | |
| <ul style="list-style-type: none"> • Secure billing statement from the carrier within prescribed timeline according to workplace procedure. * | | |
| <ul style="list-style-type: none"> • Request for checks/cash for payment of carrier's charges and other suppliers. * | | |
| <ul style="list-style-type: none"> • Prepare and submit carrier's import delivery requirements in exchange of carrier's delivery order upon payment of carrier's charges. * | | |
| <ul style="list-style-type: none"> • Prepare draft billing to consignee for checking and approval of superior in accordance with workplace procedure. * | | |
| <ul style="list-style-type: none"> • Finalize and serve approved billing draft to clients. * | | |
| Monitor payments and collections. * | | |
| <ul style="list-style-type: none"> • Identify timelines and procedures of payments and collections of import charges. * | | |
| <ul style="list-style-type: none"> • Make collections and payments within the established timeline and procedures. * | | |
| <ul style="list-style-type: none"> • Report any irregularity and inconsistency to superior for resolution.* | | |
| Complete and record of transaction. * | | |
| <ul style="list-style-type: none"> • Establish import transaction history for future reference. * | | |
| <ul style="list-style-type: none"> • Prepare import statistics summary report for ready reference.* | | |

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| <ul style="list-style-type: none"> Obtain and record proof of delivery in accordance with workplace procedure. * | | |
| PREPARE AND COMPLETE STATISTICAL REPORTS | | |
| Collate data for reports. * | | |
| <ul style="list-style-type: none"> Identify data required for reporting in accordance with workplace procedure and requirements. * | | |
| <ul style="list-style-type: none"> Identify applicable formats for reporting in accordance with workplace procedure and requirements. * | | |
| <ul style="list-style-type: none"> Collate data required in accordance with workplace procedure and requirements. * | | |
| PROCESS SHIPPING DOCUMENTS | | |
| Familiarize documents subject for external processing | | |
| <ul style="list-style-type: none"> Identify documents for external processing in accordance with workplace procedure. | | |
| <ul style="list-style-type: none"> Prepare documents for external processing including financial requirements in accordance with workplace procedure. | | |
| <ul style="list-style-type: none"> Check documents for external processing for completeness and accuracy in accordance with workplace procedure. | | |
| <ul style="list-style-type: none"> Report status of work to superior within established timeline and procedure. | | |
| Process documents | | |
| <ul style="list-style-type: none"> Identify relevant stakeholders who will process documents in accordance with workplace procedure. | | |
| <ul style="list-style-type: none"> Prepare work plan and schedule in accordance with workplace standard operating procedure. | | |
| <ul style="list-style-type: none"> Monitor and report status of processing activities to the superior. | | |
| <ul style="list-style-type: none"> Submit and report processed documents to superior in accordance with set timeline. | | |
| Liquidate expenses * | | |
| <ul style="list-style-type: none"> Collate proof of payments in accordance with company procedure.* | | |
| <ul style="list-style-type: none"> Tally amounts cash advances in accordance with company procedure.* | | |

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| <ul style="list-style-type: none"> • Submit liquidation reports for approval by the superior in accordance with company procedure. * | | |
| LIAISE WITH RELEVANT STAKEHOLDERS | | |
| Maintain updated list of relevant stakeholders | | |
| <ul style="list-style-type: none"> • Record database of relevant stakeholders according to workplace procedure. | | |
| <ul style="list-style-type: none"> • Organize database of relevant stakeholders according to workplace procedure. | | |
| <ul style="list-style-type: none"> • Update database of relevant stakeholders regularly. | | |
| Familiarize with the processes and requirements of relevant stakeholders | | |
| <ul style="list-style-type: none"> • Gather vital work related information of relevant stakeholders. | | |
| <ul style="list-style-type: none"> • Organize vital work related information of relevant stakeholders. | | |
| <ul style="list-style-type: none"> • Update regularly vital work related information of relevant stakeholders. | | |
| Maintain good rapport with relevant stakeholders. * | | |
| <ul style="list-style-type: none"> • Identify focal contact persons for each relevant stakeholder in accordance with workplace procedures. * | | |
| <ul style="list-style-type: none"> • Initially establish work relationship with relevant stakeholders through face to face meetings. * | | |
| <ul style="list-style-type: none"> • Establish regular and open communication with relevant stakeholders with workplace procedure. * | | |
| ADDRESS BOTTLENECKS AND WORK DISRUPTIONS | | |
| Familiarize with workplace procedure and practices | | |
| <ul style="list-style-type: none"> • Obtain workplace procedures and practices in accordance with company protocols. | | |
| <ul style="list-style-type: none"> • Study workplace procedures and practices in accordance with company protocols. | | |
| <ul style="list-style-type: none"> • Apply workplace procedures and practices in accordance with company protocols. | | |
| Identify possible challenges and disruptions | | |
| <ul style="list-style-type: none"> • Prepare a list of possible challenges and disruptions in accordance with company protocols. * | | |

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| <ul style="list-style-type: none"> Establish contingency plan in accordance with company protocols.* | | |
| <ul style="list-style-type: none"> Update and improve processes according to results of experiences in accordance with company protocols. | | |
| Implement the contingency plan as required | | |
| <ul style="list-style-type: none"> Identify the specific challenges and disruptions in accordance with company protocols. | | |
| <ul style="list-style-type: none"> Apply contingency plan to address the specific challenges and disruptions in accordance with company protocols.* | | |
| <ul style="list-style-type: none"> Prepare reports based on the specific challenges, disruptions, and contingency plan in accordance with company protocols. | | |
| I agree to undertake assessment in the knowledge that information gathered will only be used for professional development purposes and can only be accessed by concerned assessment personnel and my manager/supervisor. | | |
| Candidate's Name & Signature | Date: | |

* *Critical Aspects of Competency*

NOTE: The Candidate MUST bring calculator to take the assessment.