

Obtain information on goods being transported

Overview

What this standard is about

This is about ensuring information obtained on goods being transported in international trade and logistics operations is accurate, complete and complies with the requirements of the 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 the appropriate people and dealing with any discrepancies in the information.

Who this standard is for

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

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Performance criteria

You must be able to:

1. Contact the customer and other appropriate people to obtain relevant information on the **goods** being transported
2. Obtain all relevant information on the **goods** being transported which is required for the documentation
3. Obtain all relevant **transportation instructions** for the **goods** from customers
4. Confirm any **special requirements** or instructions on the **goods** being transported
5. Check the content and the suitability of the information obtained
6. Identify the relevant legislation and regulations that apply to the **goods** being transported
7. Collate the information ready for use in producing the relevant documentation
8. Check that the transport documentation is filed and retained appropriately in line with statutory, regulatory and organisational requirements
9. Identify any discrepancies or problems with instructions and take the appropriate action to deal with them
10. Report work activities and record them in the appropriate information systems according to relevant organisational, regulatory and legislative procedures
11. Comply with all relevant health and safety, ethics, legislation, regulations, standards and organisational procedures.

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Knowledge and understanding

You need to know and understand:

1. Who to obtain relevant information on the **goods** being transported from e.g. customers or others
2. The relevant **transportation instructions** and details of **goods** being transported
3. How to obtain information on the **goods** being transported
4. Preferred methods, mode and timescales for transporting **goods**
5. Role of different organisations and agencies in moving **goods** nationally and internationally
6. Systems and procedures used by customers, suppliers and regulatory bodies
7. Documentation required by the relevant parties for different types and mix of **goods**, transport methods and transit routes
8. Level and type of information that is required for the different types of documentation on **goods** being transported
9. The importance of obtaining any **special requirements** needed by different **goods** and mix of **goods** being transported
10. Trade terms and international standards for freight carriage, insurance, and costs (**Incoterms**)
11. The correct procedures and timescales for retaining documentation in relation to transporting **goods** to meet relevant statutory and regulatory requirements
12. Sources of information on relevant legislation and regulations
13. The relevant national and international legislation and regulations that apply to health, safety and own area of responsibility
14. The relevant national and international legislation and regulations for different types of **goods**, transport modes, and international trade
15. The relevant national and international regulatory bodies and their compliance requirements
16. Reporting responsibilities and information systems used by the organisation
17. Working practices, operating procedures, guidelines, and codes of practice including ethics
18. Roles and responsibilities of different colleagues in the supply chain when transporting **goods**
19. The relevant health and safety, ethics, legislation, regulations, standards and organisational procedures

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Scope/range

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/show case events

Transportation instructions

- time
- mode of transport
- cost

Special requirements

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

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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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