

**SKILLS FRAMEWORK FOR AIR TRANSPORT
TECHNICAL SKILLS & COMPETENCIES (TSC) REFERENCE DOCUMENT**

TSC Category	Cargo Operations					
TSC	Import and Export Documentation Administration					
TSC Description	Manage and execute documentation processes to facilitate the import and export of air cargo shipments					
TSC Proficiency Description	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6
	ATP-CAO-1007-1.1	ATP-CAO-2007-1.1	ATP-CAO-3007-1.1	ATP-CAO-4007-1.1		
	Follow established guidelines to prepare air-shipment documents for the import and export of cargo	Monitor the preparation of air-shipment documents to facilitate the smooth import and export of cargo	Administer air-shipment documentation to ensure adherence to Standard Operating Procedures (SOPs)	Recommend refinements to enhance import and export documentation processes based on industry best practices		
Knowledge	<ul style="list-style-type: none"> Customs documentation requirements such as invoices and certificates of origin Regulations for different types of goods, transport modes and international trade Concept of Air Waybills (AWB) and cargo manifests Declaration procedures for dangerous goods Local and international guidelines such as International Air Transport Association (IATA) Cargo Handling Manual and Dangerous Goods Regulations (DGR) 	<ul style="list-style-type: none"> Customs documentation requirements such as invoices and certificates of origin Concept of Air Waybills (AWB) and cargo manifests Declaration procedures for dangerous goods Import and export documentation and licences Local and international guidelines such as International Air Transport Association (IATA) Cargo Handling Manual, Dangerous Goods Regulations (DGR) and Temperature Controls Regulations (TCR) 	<ul style="list-style-type: none"> Cargo permit regulations and customs documentation Principles of Air Waybills (AWB) and cargo manifests Declaration procedures for dangerous goods Import and export documentation and licences Local and international guidelines such as International Air Transport Association (IATA) Cargo Handling Manual, Dangerous Goods Regulations (DGR) and Temperature Controls Regulations (TCR) 	<ul style="list-style-type: none"> Cargo permit regulations and customs documentation Costs of air freight based on transportation terms Roles of custom authorities and export procedures Duties and taxes on imported goods Principles of Air Waybills (AWB) and cargo manifests Declaration procedures for dangerous goods Import and export documentation and licences Local and international guidelines such as International Air Transport Association (IATA) Cargo Handling Manual, Dangerous Goods Regulations (DGR) and Temperature Controls Regulations (TCR) 		

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<p>Abilities</p>	<ul style="list-style-type: none"> Identify air-shipping documentation requirements for incoming or outgoing cargo Carry out accurate data entry for import and export documentation Perform filing of import and export documentation Follow organisational guidelines to clarify unclear documentation details 	<ul style="list-style-type: none"> Monitor air cargo documentation processes to ensure adherence to Standard Operation Procedures (SOPs) Conduct checks on cargo to verify accuracy of air-shipping documentation Identify errors and discrepancies in air-shipping documentation Prepare cargo manifests and master Air Waybills (AWB) Ensure accurate documentation is prepared based on cargo types and requirements 	<ul style="list-style-type: none"> Review import and export documentation for errors and discrepancies Rectify errors and discrepancies found in air-shipping documentation Evaluate the adherence of air-shipping documents to organisational documentation standards Determine costs, risks and custom clearance requirements for import and export of cargo 	<ul style="list-style-type: none"> Advise stakeholders on import and export policies and processes Determine impact of new international standards on import and export documentation processes Develop plans to enhance import and export documentation processes 		
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