

**SKILLS FRAMEWORK FOR SEA TRANSPORT
TECHNICAL SKILLS AND COMPETENCIES (TSC) REFERENCE DOCUMENT**

TSC Category	Cargo Operations					
TSC	Documentation and Administration					
TSC Description	Manage and maintain shipping documents (e.g. cargo import and export documents, shipping permits, bills of lading, booking lists, shipping permits and delivery orders) which are necessary to commence the loading and unloading operations					
TSC Proficiency Description	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6
		STP-CGO-2004-1.1	STP-CGO-3004-1.1	STP-CGO-4004-1.1		
		Prepare documents for cargo clearance with customs and immigration.	Perform cargo operations and clearance administration	Oversee the ship documentation function		
Knowledge		<ul style="list-style-type: none"> Types and characteristics of cargo Importance and types of shipping documents Functions of shipping documents in relation to the cargo transportation process Types, functions and importance of Bills of Lading (BL) Customs and immigration procedures Port and Flag State regulations 	<ul style="list-style-type: none"> Types and characteristics of cargo Importance and types of shipping documents Functions of shipping documents in relation to the cargo transportation process Types, functions and importance of Bills of Lading (BL) Common terms used in freight calculations Port clearance requirements International maritime conventions Customs and immigration procedures Port and Flag State regulations 	<ul style="list-style-type: none"> Types and characteristics of cargo Importance and types of shipping documents Functions of shipping documents in relation to the cargo transportation process Types, functions and importance of Bills of Lading (BL) Common terms used in freight calculations Port clearance requirements International maritime conventions Customs and immigration procedures Port and Flag State regulations 		
Abilities		<ul style="list-style-type: none"> Handle and prepare documentation for goods cargo Declare permits Prepare BL documents 	<ul style="list-style-type: none"> Verify documentation for compliance with customs and immigration procedures Ensure BL documents comply with regulatory requirements File and maintain documentation archives 	<ul style="list-style-type: none"> Verify accuracy of documentation and document processing workflow Ensure freight calculations are in accordance with organisational and industry requirements 		

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