

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

<b>TSC Category</b>	Investment and Financial Management					
<b>TSC</b>	International Trade Legislation Compliance					
<b>TSC Description</b>	Identify all aspects of international trade process and foreign and multilateral trade laws for regulatory compliance					
<b>TSC Proficiency</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Level 4</b>	<b>Level 5</b>	<b>Level 6</b>
			<b>STP-FFO-3011-1.1-1</b>	<b>STP-FFO-4011-1.1-1</b>	<b>STP-FFO-5011-1.1-1</b>	
			Implement and maintain internal standard operating procedures (SOPs) to ensure regulatory compliance	Review international trade processes to detect non-compliance and develop rectification and preventive measures to ensure regulatory compliance	Formulate and drive internal SOPs according to international trade legislation to facilitate compliance to government regulatory requirements and legislations	
<b>Knowledge</b>			<ul style="list-style-type: none"> <li>International Commercial Terms (INCOTERMS)</li> <li>Licensing and record keeping documentation</li> <li>Product classification documentation</li> <li>Importer and exporter registrations and preferential trade programs</li> <li>Basis of International contract</li> <li>Usage of Bill of Lading (B/L) and Air Waybill (AWB)</li> <li>Types of Standard Trading Conditions (STC) and their interpretation</li> <li>Model laws and contracts</li> </ul>	<ul style="list-style-type: none"> <li>Regulatory requirements for trade and custom compliance</li> <li>Audit and periodic reporting</li> <li>Risk assessment</li> <li>Rectification measures for trade non-compliance</li> <li>Up-to-date information on country-specific classification, licence management and screening guidelines</li> <li>Model laws and contracts</li> <li>International trade treaties and agreements</li> </ul>	<ul style="list-style-type: none"> <li>International Commercial Terms (INCOTERMS) management</li> <li>Emerging trends in international trade management</li> <li>Foreign and multilateral trade laws</li> <li>International trade treaties and agreements</li> <li>Internal control programs including compliance manuals and job aids</li> </ul>	
<b>Abilities</b>			<ul style="list-style-type: none"> <li>Analyse steps and rationale of the import and export process</li> <li>Implement STC, trade tariffs, quota and Free</li> </ul>	<ul style="list-style-type: none"> <li>Review international trade process according to compliance review measures formulated to detect non-compliance</li> </ul>	<ul style="list-style-type: none"> <li>Formulate compliance strategy with internal stakeholders to achieve acceptable level of compliance rates</li> </ul>	

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			<p>Trade Agreements to identify documentation required for international trade legislation compliance</p> <ul style="list-style-type: none"> <li>• Implement internal Standard Operating Procedures (SOPs) in international trade process to ensure compliance</li> <li>• Obtain and verify product classification rulings from customs, and perform other clerical reviews for certain transactions subject to export control rules</li> <li>• Maintain documentation and submission of any required import and/or export license requests to specific country authorities to obtain import and/or export approvals</li> <li>• Maintain application of permits via networked trade platforms</li> <li>• Prepare B/L in accordance to shipper's and buyer's requirement</li> </ul>	<p>to internal Standard Operating Procedures (SOPs)</p> <ul style="list-style-type: none"> <li>• Review process for retention of import and/or export related documents such as product classification report and classification declaration</li> <li>• Assess potential risk and challenges in trade compliance and develop rectification measures with relevant stakeholders</li> <li>• Manage all incidents of non-compliance and suspected non-compliance with trade compliance law or regulation or internal SOPs, including escalation to key stakeholders</li> <li>• Facilitate update changes to country-specific classification, licence management and screening guidelines when changes are introduced</li> </ul>	<ul style="list-style-type: none"> <li>• Formulate internal SOPs according to international trade legislation to facilitate compliance to government regulatory requirements and legislations</li> <li>• Formulate compliance review measures to enhance compliance rates to internal SOPs, government regulatory requirements and legislations</li> <li>• Liaise with external (customs and trade authorities) stakeholders to discuss and negotiate company specific trade and/or customs compliance issues</li> <li>• Drive compliance with and maintain trade licenses to carry out trade in specific regions</li> </ul>	
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