## TSC Category
Freight Forwarding

## TSC
Import and Export Documentation Administration

## TSC Description
Administer shipping documents associated with the import and export of goods

<table>
<thead>
<tr>
<th>TSC Proficiency Description</th>
<th>Level 1</th>
<th>Level 2</th>
<th>Level 3</th>
<th>Level 4</th>
<th>Level 5</th>
<th>Level 6</th>
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<tbody>
<tr>
<td></td>
<td>LOG-FFO-1008-1.1</td>
<td>LOG-FFO-2008-1.1</td>
<td>LOG-FFO-3008-1.1</td>
<td>LOG-FFO-4008-1.1</td>
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<tr>
<td>Follow guidelines to prepare shipping documents associated with import and export of goods</td>
<td>Apply requirements for preparation of shipping documents associated with import and export of goods</td>
<td>Analyse preparation processes of shipping documents associated with import and export of goods</td>
<td>Review practices for preparation of shipping documents associated with import and export of goods</td>
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### Knowledge
- Documentation required by custom authorities
- Types of permits
- Certificate of origin
- Customs documentation required for different types of goods, transport modes and international trade
- Regulations for different types of goods, transport modes and international trade
- Bill of Lading
- Air Way Bill
- International Commercial Terms (INCOTERMS), International Air Transport Association (IATA) and International Federation of Freight Forwarders Association (FIATA)
- Goods and services taxes
- Trade compliance
- TradeNet administration
- Integrated logistics solutions
- Negotiation
- Market practices and emerging trends in shipping documentation requirements
## Abilities

<table>
<thead>
<tr>
<th>Abilities</th>
<th>Interpret requirements of INCOTERMS, IATA and FIATA</th>
<th>Analyse cargo documentation process effectiveness based on strict adherence to INCOTERMS, IATA and FIATA standards</th>
<th>Facilitate discussions on documentation terms in case of disputes and/or discrepancies</th>
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<tbody>
<tr>
<td>Carry out verification of documentation details</td>
<td>Support preparation of LC checklists</td>
<td>Deploy work procedures in accordance to safety guidelines</td>
<td>Review impact of changing International Commercial Terms (INCOTERMS), International Air Transport Association (IATA) and International Federation of Freight Forwarders Association (FIATA) standards in cargo documentation</td>
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<tr>
<td>Identify correct documentation</td>
<td>Apply analysis on INCOTERMS to determine cost, risk and custom clearance required</td>
<td>Organise documentation for processing of cargo insurance</td>
<td>Develop solutions in response to changing INCOTERMS, IATA and FIATA standards in cargo documentation</td>
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<td>Follow organisational guidelines to resolve unclear and contradictory details</td>
<td>Support declaration of correct permit types on TradeNet according to requirements</td>
<td>Implement proper declaration of permits based on different requirements</td>
<td>Develop methods to improve cargo documentation processes based on strict adherence to INCOTERMS, IATA and FIATA standards</td>
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<td>Carry out proper and prompt filing of import and export documentation</td>
<td>Checking of documents for errors and discrepancies</td>
<td>Implement appropriate terms of sales between international buyers and sellers</td>
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<tr>
<td>Carry out documentation without omissions and errors</td>
<td>Rectification of discrepancies between checklists and documentation</td>
<td>Recommend suitable export packing and packaging labelling for international transportation</td>
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<td>Analyse cargo documentation process effectiveness based on strict adherence to INCOTERMS, IATA and FIATA standards</td>
<td>Facilitate discussions on documentation terms in case of disputes and/or discrepancies</td>
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<td>Deploy work procedures in accordance to safety guidelines</td>
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