<table>
<thead>
<tr>
<th>TSC Category</th>
<th>Cargo Operations</th>
</tr>
</thead>
<tbody>
<tr>
<td>TSC</td>
<td>Documentation and Administration</td>
</tr>
<tr>
<td>TSC Description</td>
<td>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</td>
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</tbody>
</table>
| TSC Proficiency      | Level 1: Prepare documents for cargo clearance with customs and immigration.  
                      | Level 2: Perform cargo operations and clearance administration  
                      | Level 3: Oversee the ship documentation function |
| Description          | STP-CGO-2004-1.1  
                      | STP-CGO-3004-1.1  
                      | STP-CGO-4004-1.1  
                      | STP-CGO-3004-1.1  
                      | STP-CGO-4004-1.1  |

**Knowledge**

- 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  
- 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  
- 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
<table>
<thead>
<tr>
<th>Abilities</th>
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<tbody>
<tr>
<td></td>
<td>• Handle and prepare documentation for goods cargo</td>
<td>• Verify documentation for compliance with customs and immigration procedures</td>
<td>• Verify accuracy of documentation and document processing workflow</td>
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<tr>
<td></td>
<td>• Declare permits</td>
<td>• Ensure BL documents comply with regulatory requirements</td>
<td>• Ensure freight calculations are in accordance with organisational and industry requirements</td>
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</tr>
<tr>
<td></td>
<td>• Prepare BL documents</td>
<td>• File and maintain documentation archives</td>
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