

Arrange the transportation of goods by sea or waterway

Overview

This standard is about arranging the transportation of goods by sea or waterway in international trade and logistics operations. You will need to understand the relevant national and international legislation for transporting goods by sea or waterway and any special requirements needed by the goods being transported.

You will also need to be able to communicate with all those involved in the transportation and resolve any issues that may occur when arranging the transportation of goods by sea or waterway, in relation to contract compliance and legislation, within your responsibility.

This standard is for those responsible for arranging the transportation of goods by sea or waterway in international trade and logistics operations.

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Performance criteria

You must be able to:

1. Consider the environmental impact when selecting sea or waterway for the transportation of goods
2. Review all relevant **transportation instructions** and details of the **goods**
3. being transported by sea or waterway
4. Calculate sea or waterway freight prices for both full and less than full container loads and create quotes for customers
5. Review the contract of carriage to ensure compliance when arranging the transportation of **goods** by sea or waterway
6. Plan and book cargo space on sea/maritime services in accordance with the relevant national and international rules and regulations that apply to the goods consigned and the area of the world in which the goods are to be transported
7. Complete national and international transit documentation for sea or waterway transportation, in accordance with legal, regulatory and organisational requirements
8. Confirm that instructions for sea or waterway transportation are accurate, complete and provided in the correct form of documentation and systems
9. Confirm that any **special requirements** or instructions are clearly specified
10. Provide the relevant information required to all those involved with the transportation of the **goods** by sea or waterway
11. Provide instructions on marking, labelling, packaging and the segregation of **goods** as per the contract
12. Obtain information on how to monitor the transportation of **goods** by sea or waterway
13. Monitor the progress of arranging the transportation of goods by sea or waterway
14. Identify any issues with arranging waterborne transportation of **goods** and take the appropriate action to deal with them
15. Inform the customer of any delays, allowing as much time as possible to respond to the delay
16. Contact the relevant supervisor or senior colleague if unable to resolve the issues identified
17. Check that the transport documentation is retained in line with the relevant statutory, regulatory, legislative and organisational requirements
18. Report work activities and record them in the appropriate information systems in accordance with the relevant statutory,

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regulatory, legislative and organisational procedures

19. Comply with all the relevant health and safety, environmental, ethical, legislative, regulatory standards and organisational procedures when transporting goods by sea or waterway

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Knowledge and understanding

You need to know and understand:

1. The terminology used in sea or waterway services
2. The current trends in international sea and waterway freight services
3. The relevant **transportation instructions** and details of the **goods** being transported
4. The importance of reviewing and complying with the contract terms and conditions when arranging transportation of **goods** **by sea or waterway
5. Ocean shipment types and the basis for ocean freight pricing
6. The advantages and disadvantages of using sea or waterway transportation, the different types of waterborne transport used and the impact they have on the environment
7. The importance of maintaining business environmental awareness to ensure efficiency and effectiveness
8. Sea or waterway transport regulations and restrictions when transporting **goods**, including when moving hazardous goods
9. The relevant national and international legislation, regulations and restrictions for different types of **goods** and mixes of **goods** when transporting by sea or waterway
10. The relevant national and international sea or waterway transit routes and hubs
11. The role of different national and international regulatory bodies, organisations and agencies in moving freight by sea or waterway and their compliance requirements
12. The types of information that are required and the relevant documentation used in international sea or waterway freight
13. Where to find industry information and data from systems regarding the types of goods to be transported, schedules and space availability
14. The systems and procedures used by national and international customers and the relevant stakeholders
15. The different bills of lading and their purpose
16. The shipping line alliances, container services and port authorities
17. The types of issues that can occur when arranging transport of **goods** by sea or waterway, and the importance of communicating any delays to the customer in a proactive manner, allowing as much time as possible to respond to the issues
18. The importance of following the **special requirements** needed by different **goods** and mixes of **goods**
19. The importance of, and reasons for, providing all those involved with goods transportation with instructions on marking, labelling, packaging and the segregation of **goods**

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20. The processes and procedures involved in arranging and monitoring the transportation of **goods** by sea or waterway
21. The reporting responsibilities and information systems used by the organisation
22. The roles and responsibilities of different colleagues in the supply chain when arranging the transportation of **goods** by sea or waterway
23. The correct procedures and timescales for retaining documentation in relation to transporting **goods**, **to meet relevant stakeholder requirements
24. The relevant health and safety, legislation, environmental requirements, regulations and organisational procedures
25. The role of key regulatory and trade organisations in worldwide shipping, including port authorities

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Scope/range

Goods

- hazardous goods (flammable, toxic, milk, grain)
- mix of goods (food and nonfood products)
- non-hazardous
- perishable (food)
- goods for repair/return
- goods for exhibitions/showcase events

Special requirements

- segregation
- environmental requirements, heat, cold, humidity
- restricted goods
- welfare requirements for live animals
- mix of goods
- security
- customs declarations

Stakeholders * suppliers * officials * regulatory bodies

Transportation instructions * time * mode of transport * cost

Glossary

Documentation: Bills of lading/sea waybills, export cargo shipping instructions, customs documents **

Incoterms: *International Commercial Terms*. The Incoterms rules explain a set of 3 terms reflecting business-to-business practice in contracts for the sale of goods. The Incoterms rules describe the tasks, costs and risks involved in the delivery of goods from sellers to buyers.

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