

OFO CODE: 333101 Clearing and Forwarding Agent

OCCUPATIONAL PROFILE

1. Occupational Purpose

A Clearing and Forwarding Agent assists and advises clients with regards to the process of importing or exporting goods, carries out customs clearing procedures and ensures that export/import licenses, other formalities and processes comply with current legislation and international trade requirements in order to facilitate the incessant movement of cargo internationally and locally (road, rail, sea, air and other).

2. Occupational Tasks

- Plan and co-ordinate freight (cargo) movement and clearing processes (NQF Level 5)
- Determine and coordinate licensing, valuation and legal requirements (NQF Level 6)
- Conduct cargo facility (warehousing) operations within the international logistics environment (NQF Level 5)

3. Occupational Task Details

3.1. Plan and co-ordinate freight (cargo) movement and clearing processes (NQF Level 5)

Unique Product or Service:

Cargo movement and customs clearing documentation developed and processes facilitated

Occupational Responsibilities:

Determine and schedule the mode of transport

Plan and cost the movement of cargo

Manage clearance documentation for various types of cargo

Occupational Contexts:

Cargo forwarding processes

Cargo clearing processes

3.2 Determine and co-ordinate licensing, valuation and legal requirements

Unique Product or Service:

Compliant valuation, costing and legal documentation

Occupational Responsibilities:

Open and process shipping file

Evaluate terms of purchase and determine cost and value

Conduct internal audits

Apply prohibition and restriction procedures for various cargo types

Apply rebate, drawback and bond facilities

Occupational Contexts:

Process customs compliance procedures

3.3. Conduct cargo facilities (warehousing) operations within the international logistics environment (NQF Level 5)

Unique Product or Service:

Incoming and outgoing warehousing documentation prepared

Occupational Responsibilities:

Arrange for receipt and storage of cargo at various types of warehouses

Arrange for release of cargo and receipt by client

Occupational Contexts:

Processes for storage in cargo facilities (warehouse)

Processes for removal of cargo from cargo facilities (warehouse)