

Course Name: EXIM Documentation**ABOUT THE COURSE**

TOTAL DURATION:	45HRS
MODE OF DELIVERY	PHYSICAL CLASSROOM TRAINING AT RESPECTIVE COLLEGES
TRAINER TO STUDENT RATIO:	1:50
TOTAL MARKS:	75

TABLE 1	
OVERALL COURSE OBJECTIVE:	The individual is responsible for EXIM operations in office, customs clearance at field and freight forwarding. The individual also performs freight and customs documentation and liaises with stakeholders to ensure timely clearance and shipment of cargo
LEARNING OUTCOME:	<ul style="list-style-type: none">• Prepare documentation for Export and Import processing including EDI filing.• Plan and arrange cargo movement with appropriate documentation.• Perform customs clearance field activities including documentation, cargo inspection, cargo movement and stakeholder coordination.• Perform customs clearance office activities including documentation preparation and uploading, clarification of queries, stakeholder coordination and invoicing.• Comply to workplace integrity, ethical and regulatory practices.• Manage workplace for safe and healthy work environment by following compliance to regulatory and safety norms. Inspect invoices for correct application of GST.• Manage customs clearance field and office activities to ensure timely processing of activities.• Analyse data in a courier hub to provide the necessary support to stakeholders

TABLE 2: MODULE WISE COURSE

CONTENT AND OUTCOME				
SL. NO	MODULE NAME	MODULE CONTENT	MODULE LEARNING OUTCOME	DURATI ON (HRS)
1	Introduction to EXIM Executive	Introduction	<ul style="list-style-type: none"> • Identify various activities in EXIM • Identify job roles in EXIM • Identify the various MHEs and equipment used in couriers/express operations Prepare the necessary documentation in EXIM operations 	3 hrs
2	EXIM Documentation	Prepare documents for Export and Import processing including EDI filing	<ul style="list-style-type: none"> • Analyse the cargo quantity, value, packing, labelling, weight, size etc to prepare the EXIM documentation checklist • Evaluate the Know Your Customer (KYC) and Goods and Service Tax (GST) details of the importer/ exporter including copies of invoice, purchase order, Statutory Declaration Form (SDF), packing list, shipping bill/ Airway bill, Bill of lading, as delivery order, certificate of origin, industrial license, insurance document, etc for correctness • Perform customs bond execution for duty exempted items • Prepare mandatory documentation in 	4 hrs

			<p>Indian Customs EDI System (ICES) for Bill of Lading, Airway Bill, commercial invoice cum packing list, dock receipt, shipping bill, Bill of Entry etc.</p> <ul style="list-style-type: none">● Inspect accuracy of number of packages, quantity, unit rate, total Freight on Board (FOB) / Cost, Insurance and Freight (CIF) value, etc.● Prepare declaration of goods with necessary support documentation● Prepare documentation for pilferage, damage etc.● Perform customs clearance involving customs brokers● Process documentation in "Indian Customs Electronic Commerce/ ICEGATE" web portal● Perform payment processing for customs clearance Track documents in the portals of customs, shipping lines, Directorate General of Foreign Trade (DGFT), Participative Government Agencies (PGAs) etc.	
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3	EXIM Cargo Movement	Plan and arrange for cargo movement	<ul style="list-style-type: none"> • Inspect documentation for accuracy of information as per regulatory and product requirements • Practice appropriate precautions while transporting dangerous/hazardous cargo • Select the appropriate MHE depending upon of type of cargo • Inspect compliance to packaging requirements • Plan route for shipping/trans-shipment of cargo to compute the transit time • Inspect compliance of transport documentation to regulatory and product requirements • Plan cargo consolidation to minimise cost Prepare report to detail transit duration, transfers or regulations affecting shipments, etc for clients 	4 hrs
4	Customs Clearance Field Activities	Perform customs clearance field activities	<ul style="list-style-type: none"> • Prepare documents required for customs clearance • Resolve disputes in customs clearance as per company policy • Inspect accuracy of packaging as per customer/ 	7 hrs

			<p>country/ product requirements</p> <ul style="list-style-type: none"> • Perform customs inspection and container/cargo sealing • Plan for cargo handling and movement • Report daily shipment activities, photographs of seals, container number, cargo stuffing and other relevant details relating to customs clearance <p>Submit records to shipper, customs agent, and EXIM office for filing and processing</p>	
5	Customs Clearance Office Activities	Perform customs clearance office activities	<ul style="list-style-type: none"> • Track shipments in Indian Customs EDI Gateway (ICEGATE) and website of various Participative Government Agencies (PGAs) to check for clearances • Prepare necessary documents for achieving Let Export Order (LEO)/ Out of Customs Charge (OCC) for cargo from customs • Provide necessary documentation 	7 hrs

			<p>support to EXIM executives</p> <ul style="list-style-type: none"> • Provide appropriate answers to queries raised by customs • Prepare necessary documentation in portals to track cargo movement • Prepare invoices to process payment 	
6	Guidelines on integrity and ethics	Maintain integrity and ethics in operations	<ul style="list-style-type: none"> • Practice the principles of integrity and ethics • Follow the various regulatory requirements related to logistics industry • Perform data and information security practices • Identify corrupt practices • Comply to regulatory requirements • Practice code of conduct and etiquettes • Document all integrity and ethics violations Report deviation as per the escalation matrix 	7 hrs
7	Compliance to health, safety and security norms	Follow health, safety and security procedures	<ul style="list-style-type: none"> • Follow health, safety and security procedures in warehouse • Implement 5S at workplace 	7 hrs

			<ul style="list-style-type: none"> • Inspect the activity area and equipment, for appropriate and safe conditions • Identify unsafe working conditions • Inspect adherence to standard operating procedures (SOP) while handling dangerous and hazardous goods • Implement standard protocol in case of emergency situations, accidents, and breach of safety • Prepare report on health, safety and security violations Report deviation as per the escalation matrix 	
8	Verify GST invoices	Verify GST invoices	<ul style="list-style-type: none"> • Apply the right CGST, IGST and SGST as per transaction type • Apply and reverse GST by following the appropriate rules and regulations • Calculate the correct GST based on documentation • Inspect invoice for availability of mandatory information relating to GST application 	6 hrs

TABLE 3: OVERALL COURSE LEARNING OUTCOME ASSESSMENT CRITERIA AND USECASES		
LEARNING OUTCOME	ASSESSMENT CRITERIA	USECASES
<ul style="list-style-type: none"> • Prepare documentation for Export and Import processing including EDI filing. • Plan and arrange cargo movement with appropriate documentation. • Perform customs clearance field activities including documentation, cargo inspection, cargo movement and stakeholder coordination. • Perform customs clearance office activities including documentation preparation and uploading, clarification of queries, stakeholder coordination and invoicing. • Comply to workplace integrity, ethical and regulatory practices. • Manage workplace for safe and healthy work environment by following compliance to regulatory and safety norms. Inspect invoices for correct 	<p>LSC has ensured to have a valid, consistent and fair show of assessments by having an assessment policy and process in place and LSC has also set the minimum qualification and experience criteria.</p> <p><u>Assessment policy of LSC</u></p> <ol style="list-style-type: none"> 1) All the assessments have to be carried out based on the criteria code set by LSC in qualification packs. 2) Qualification and experience have to be set for the assessors. 3) LSC will insist the assessment body to hire honest and fair assessors with relevant experience prescribed by LSC. 4) Assessment bodies will strictly stick to the norms prescribed by LSC when conducting assessments. 5) Assessment schedules have to strictly adhere to as agreed in advance by assessment body and LSC. 6) Reporting of MIS by the assessment body to LSC has to be within the agreed time lines. 7) Assessment bodies have to ensure that assessments are conducted in a fair and honest manner 8) Any negative remark on the assessor or assessment body if proven will be black listed by LSC 9) Assessment tools should be designed to test both practical skills and theoretical knowledge. 10) Parameters for 	<p>Case Study 1: Streamlining Export Documentation Through EDI Filing The manual preparation of export documents, including commercial invoices, packing lists, and certificates of origin, is prone to errors and time-consuming. The company experiences delays in customs clearance and faces penalties due to documentation inaccuracies.</p> <p>Case Study 2: Optimizing Cargo Movement for a Global Manufacturing Company Implement a centralized cargo planning system that considers factors such as inventory levels, production schedules, and transportation modes.</p>

<p>application of GST.</p> <ul style="list-style-type: none"> • Manage customs clearance field and office activities to ensure timely processing of activities. • Analyse data in a courier hub to provide the necessary support to stakeholders 	<p>assessing student’s abilities or understanding should be aligned to the relevant competencies that are expected to be acquired at the end of the training. 11) Expected standards of performance for each competency should be clearly defined and Student’s performance assessed against these standards. 12) Questionnaires/ test papers should be as objective as possible (restrict use of open-ended questions to the minimum) such as multiple choice questions, yes/no or True / False types based on blue print. 13) Questions framed as per blueprint and without ambiguity by SMEs. 14) All assessments should be scored carefully and a log of all scores for every candidate Maintained. 15) Hard copies and soft copies of assessment forms and scores should be maintained and be readily available for any audit by LSC / NSDC or third party</p>	
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TABLE 4: LIST OF FINAL PROJECTS

SL.NO	FINAL PROJECT
1	EXIM Glossary Compilation: Assign students to compile a glossary of terms commonly used in export and import documentation. This glossary should include explanations and examples to aid understanding.
2	EDI Filing Guidebook: Have students create a guidebook on Electronic Data Interchange (EDI) filing for export and import processing. This guidebook should detail the steps, requirements, and benefits of using EDI.

3	Cargo Movement Plan Proposal: Assign students to develop a comprehensive proposal outlining the plan and arrangements for the movement of cargo in export and import operations. This document should include logistics strategies, transportation modes, and scheduling.
4	Cargo Documentation Checklist: Task students with creating a checklist that covers all the necessary documentation required for arranging cargo movement in export and import operations. This checklist should be comprehensive and easy to follow.
5	Customs Clearance Procedure Manual: Students can collaborate to create a manual detailing customs clearance field activity. This manual should include step-by-step procedures, necessary forms, and documentation requirements for customs clearance.

TABLE 5: COURSE ASSESSMENT RUBRICS (TOTAL MARKS: 75)				
ASSESSMENT CRITERIA	DESCRIBE THE CRITERIA OF THE BELOW CATEGORY PERFORMANCE			TOTAL MARKS
	FAIR	GOOD	EXCELLENT	
THEORY	>10	>15	>20	20
PRACTICAL	>25	>30	>35	40
VIVA	<5	<10	<15	15