

## Airfreight Best Practices Workshop Series

You are cordially invited to join the Airfreight Best Practices Workshop Series, organized by the Institute for Entrepreneurship, PolyU.

### Workshop 5: Conducting quality management audit

- Quality management, legal requirements and guidelines and operation flow of transport and logistics services
- Various types of audit methods and techniques
- Areas in workflow of logistics services required for auditing
- Site audit and audit reports
- Remedial actions and suggestions for continuously improvement on audit exercise
- Intellectual property and infringement act
- On-the-job training for staff

### Workshop 6: Forecasting future cargo volume and handling capacity

- Company's air cargo handling capacity
- Statistical methods of data handling and forecasting
- Reliability and application of information
- Future throughput, degree of risks and solutions in operations and resources allocation
- Budgeting
- Emergency contingency procedures
- Environmental management policy

Workshop	Date	Speaker	Time	Venue
Workshop 5: Conducting quality management audit	28 September 2017 (Thursday)	Mr Peter Wong	9:00am to 5:00pm	PolyU Hung Hom Campus
Workshop 6: Forecasting future cargo volume and handling capacity	26 September 2017 (Tuesday)	Mr Edwin Tsang		

#### Duration

7 hours

#### Who should Attend

Industry practitioners

#### Medium of Instruction

Cantonese

#### Fee

**HK\$650<sup>#</sup> per workshop (HK\$419 after partial subsidy)**

<sup>#</sup>Every participant may apply for a subsidy of HK\$231 forp each workshop (provided by Vocational Training Council-Transport Logistics Training Board "VTC-TLTB") via HAFFA if he/she:

- 1) has attended more than 80% of that workshop; and
- 2) is currently working in the transport logistics industry.

The development of the workshop is funded by the following:



The workshop materials are developed under the direction of the following:



## About the Speakers

### Mr Peter Wong

Mr Wong has over 40 years of experience in logistics industry. He worked in WTC logistics Limited and was the Regional Director of Morrison Express Company Limited and Expeditors Hong Kong Limited. He was also the Vice Chairman and Chairman of Hongkong Association of Freight Forwarding and Logistics Ltd (HAFFA) from 2007-2008 and 2009-2010 respectively.

### Mr Edwin Tsang

Mr Tsang obtained his master degree of Business in Logistics Management in 2004. He has over 38 years of experience in air cargo operations, mostly in the area of dangerous goods handling. He worked in Cathay Pacific Airways, Thai Airways and DHL Global Forwarding and is now the Senior Manager of a training institute. Since 2007, he has become a qualified instructor to conduct Dangerous Goods Awareness Course accredited by HKCAD for DHL in-house staff. He was also the Vice Chairman of Airfreight Sub-committee of Hongkong Association of Freight Forwarding and Logistics Ltd (HAFFA) from 2007-2013 and was responsible to liaise with cargo terminal operators, airlines and government bodies.

## Certificate

Participant who has successfully completed all six workshops in the series (Please refer to HAFFA website for the details of workshops 1 to 3, workshop 4 will be announced soon), as well as Modules 1 and 2 of the Vocational Training Programme, is eligible for a VTP Airfreight Diploma jointly issued by the CILTHK, HAFFA and LOGSCOUNCIL.

## Enquiry

For workshop details and enrollment form, please visit one of the following websites:

- Institute for Entrepreneurship, PolyU at <http://www.polyu.edu.hk/ife>
- Hong Kong Association of Freight Forwarding and Logistics Ltd at [www.haffa.com.hk](http://www.haffa.com.hk)

Completed enrollment form can be submitted to the Institute for Entrepreneurship, QR702, 7/F, Core R, The Hong Kong Polytechnic University, Hunghom, Kowloon, Hong Kong (Tel.: 3400 2773 Fax: 2765 6323)

## Enrollment Deadline

15 September 2017 (Friday)

### Enrollment Form

<b>Part A: Workshop Particulars</b>									
<input type="checkbox"/> Workshop 5: Conducting quality management audit									
<input type="checkbox"/> Workshop 6: Forecasting future cargo volume and handling capacity									
<b>Part B: Personal Particulars</b>									
Name of Participant:	(Mr/Ms/Mrs)								
Sex:	<input type="checkbox"/> Male		<input type="checkbox"/> Female		Age:	<input type="checkbox"/> 25 to 30		<input type="checkbox"/> 31 to 40	<input type="checkbox"/> 41 or above
HKID No.:				X	X	X	(X)	Year(s) in the Industry:	
Name of Company:									
Position:				Tel No:	(Company)			(Mobile)	
Correspondence Address:									
E-mail Address:									
Highest Education Level Achieved:	<input type="checkbox"/> Form 5		<input type="checkbox"/> Form 7		<input type="checkbox"/> Post-secondary		<input type="checkbox"/> Associate Degree		
	<input type="checkbox"/> Degree		<input type="checkbox"/> Postgraduate or above		<input type="checkbox"/> Others:				
How do you learn about our workshop?									
<input type="checkbox"/> Company		<input type="checkbox"/> Friends		<input type="checkbox"/> Direct Mailing		<input type="checkbox"/> Website		<input type="checkbox"/> Newspaper	
<input type="checkbox"/> E-mail		<input type="checkbox"/> Referral		<input type="checkbox"/> Association		<input type="checkbox"/> Others: _____			
<b>Part C: Payment</b>									
Payment should be settled at the time of enrollment. Workshop fees are not refundable except in the event of cancellation. Please send a crossed cheque (payable to "The Hong Kong Polytechnic University") to Institute for Entrepreneurship, QR702, 7/F, Core R, The Hong Kong Polytechnic University, Hunghom, Kowloon, Hong Kong									
<b>Remarks: The Institute reserves the right to alter the place, time of class and the speakers due to unforeseeable circumstances.</b>									
Signature:					Date:				
<b>Personal Information Collection Statement</b>									
Personal data provided as part of an application for registration/admission will, during the admission process, be used solely for the purpose of registration/admission, and in this connection the data will be handled by both Institute for Entrepreneurship (I/E) of The Hong Kong Polytechnic University and the office of Hong Kong Association of Freight Forwarding and Logistics Ltd (HAFFA). Details of the Centre's Personal Information Collection Statement for courses are available from the Office (QR702, Core R) and Website ( <a href="http://www.polyu.edu.hk/ife">www.polyu.edu.hk/ife</a> ) of I/E, The Hong Kong Polytechnic University and HAFFA.									