Specification of Competency Standards
for the Arboriculture & Horticulture Industry
Unit of Competency

Functional Area - Arboriculture and Horticulture Project Administration and Management

Title	Perform warehouse management
Code	109033L3
Range	This unit of competency is applicable to managers who are engaged in warehouse work in arboricultural and horticultural organisations. Practitioners should be capable of using knowledge of warehouse management and safety codes to effectively manage, store and update the inventories of the organisation's warehouse.
Level	3
Credit	4 （For Reference Only）
Competency	Performance Requirements 1. Possess knowledge of warehouse management • Possess knowledge of warehouse management, storage, and handling of tools and machinery • Comprehend the relevant statutory requirements for storage of dangerous goods • Comprehend the relevant regulatory requirements, for example, safety codes, and work practices for handling and moving different inventory items 2. Perform warehouse management • Regularly record and update the inventory of the warehouse and the records of materials, hand tools, power tools and machinery, with details such as category, quantity, label, date of use and unit / person in charge who retrieves the resources • Store and manage all kinds of inventories, such as chemicals, machinery, hand tools, personal protective equipment and first aid equipment, in a categorised way • Label and post warning signs that comply with the safety procedures and related laws • Check the tools and equipment regularly to ensure that they function normally 3. Exhibit professionalism • Accurately record the consumption of resources and wear and tear of tools, and report to superiors on the need for replenishment in a timely manner
Assessment Criteria	The integrated outcome requirements of this unit of competency are: • Able to store all kinds of inventories in a categorised way and label them according to the organisation's requirements and safety codes; and • Able to accurately record and update inventory data, and regularly check the tools and equipment to ensure that they function normally.
Remark	