

1. Title	Implement goods handling procedures
2. Code	BEZZOM314A
3. Range	Implement goods accessing and record filing procedures effectively in sales locations of beauty products and beauty-related venues, and manage the inventory data, assist in formulating guidelines on handling unsalable or expired beauty products correctly so as to assist the organization in purchasing goods and handling unsalable goods.
4. Level	3
5. Credit	3 (for reference only)
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Understand the properties of beauty products and relevant accessing procedures</p> <ul style="list-style-type: none"> <li>◆ Understand the properties of beauty products and their requirements on storage, transportation and protection</li> <li>◆ Understand the importance of the ‘first-in-first out’ principle for goods</li> <li>◆ Understand the bar code system used by the organization and its characteristics</li> <li>◆ Understand the procedures set by the organization for accessing the beauty products and file the records</li> </ul> <p>6.2 Handle the procedures for accessing beauty products, file the records and manage inventory data</p> <ul style="list-style-type: none"> <li>◆ Master beauty product storage and accessing procedures set by the organization, including: <ul style="list-style-type: none"> <li>• Storage, accessing and confirmation procedures for different goods at different locations (warehouse, sales outlet)</li> <li>• Documents or computer records on storing and collecting different goods</li> <li>• ‘First-in-first out’ procedure</li> <li>• checking inventory regularly, recording and reporting the quantity of unsalable, about-to-expire or expired beauty products</li> </ul> </li> <li>◆ Implement emergency procedures for goods loss or damage, etc.</li> <li>◆ Master established policies of the organization, and handle unsalable or expired beauty products properly</li> <li>◆ Manage inventory data, and assist in formulating guidelines in handling unsalable or expired beauty products</li> </ul>

7. Assessment Criteria	The integrated outcome requirements of this unit of competency are:  (i) Capable to access and handle unsalable or expired beauty products properly according to the guidelines and policies set by the organization, and file the records; and  (ii) Capable to manage inventory data, and assist in formulating guidelines in handling unsalable or expired beauty products.
8. Remarks	