

1. Title	Formulate inventory procedures
2. Code	BEZZOM402A
3. Range	Formulate effective procedures of goods delivery and transportation for the departments of beauty product sales, inventory monitoring and control, procurement monitoring and warehouse management; and review the effectiveness of these procedures so that the goods can arrive at the destination accurately, safely and promptly.
4. Level	4
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</p> <ul style="list-style-type: none"> ◆ Understand the properties of beauty products ◆ Understand the methods of delivering all kinds of goods ◆ Understand the procedures of handling the import and export of commodities <p>6.2 Formulate inventory and replenishment procedures for beauty products</p> <ul style="list-style-type: none"> ◆ Formulate a bar code system for beauty products ◆ Formulate a document in/out system for beauty products, including documents for clearance and declaration as required by the law ◆ Formulate methods and procedures of transportation according to the properties of different types of beauty products ◆ Formulate inventory and replenishment procedures for beauty products ◆ Review the effectiveness of delivery, transportation, inventory and replenishment procedures for beauty products, and make recommendations to improve
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Capable to formulate effective procedures of goods delivery and transportation according to the properties of the beauty products and their transportation requirements; and</p> <p>(ii) Capable to improve the methods of delivery and transportation according to the performance indicators for delivering and transporting the beauty products.</p>
8. Remarks	