

1. Title	Formulate warehousing management	
2. Code	BEZZOM512A	
3. Range	Formulate warehousing management plans for the warehousing department in the beauty business to optimize the warehouse operation to cater the warehousing and accessing needs of goods.	
4. Level	5	
5. Credit	9 (for reference only)	
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Understand the properties, delivery and storage of beauty products</p> <ul style="list-style-type: none"> ◆ Understand the properties of beauty products and their storage and transportation requirements, such as: temperature and humidity control ◆ Understand regulations related to warehouses, such as: handling of dangerous goods, requirements on occupational safety, health and environment ◆ Understand the characteristics of warehouses, such as: area, floor load and external infrastructure of an isolated warehouse or outlet-associated warehouse ◆ Understand the requirements on stock flow, stock level and stock types <p>6.2 Formulate warehousing management plan</p> <ul style="list-style-type: none"> ◆ Formulate a warehouse management plan according to the nature of the warehouse, storage requirements for beauty products and relevant regulations, such as: <ul style="list-style-type: none"> • Beauty product delivery procedure • Ways of collecting different inventories, such as: first-in-first-out, last-in-last-out, minimum quantity, etc. • Bar code system showing inventory storing locations • Standards for accessing beauty products • Standards for warehousing environment and monitoring guidelines • Management of the warehouse fire prevention and security system, and guidelines on implementation • Use relevant warehousing software system for data input and record • Insurance arrangement for warehouse and inventories, and guidelines on implementation ◆ Formulate stocktaking guidelines 	

	<ul style="list-style-type: none"> ◆ Formulate different contingency plans for emergencies for all areas ◆ Formulate performance indicators for warehousing management ◆ Review the performance of warehousing management and suggest improvements
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> (i) Capable to formulate a warehouse management plan according to the nature of the warehouse, storage requirements for beauty products and relevant regulations; and (ii) Capable to improve warehousing management according to its performance indicators.
8. Remarks	