

Unit of Competency

Functional Area: Warehousing and Logistics

Title	Arrange goods deliveries
Code	105164L1
Range	This unit of competency is applicable to practitioners in the import and export industry. Practitioners should be capable of arranging goods delivery according to relevant regulations (e.g., Occupational Safety and Health Ordinance Cap. 509 and subsidiary regulations).
Level	1
Credit	3 (for reference only)
Competency	<p>Performance Requirement</p> <ol style="list-style-type: none"> 1. Possess relevant knowledge of arranging goods delivery <ul style="list-style-type: none"> • Describe relevant work requirements • Describe the type and characteristics of handling equipments • Describe relevant regulatory requirements • Describe workplace policy and procedures 2.1. Check and organise goods delivery <ul style="list-style-type: none"> • Inspect goods to assure that they meet all specified criteria with reference to workplace procedures (e.g., packaging of goods, and goods in good conditions) • Sort goods into groups in accordance with such sorting criteria as batch size and delivery schedule • Sort and handle goods which cannot be delivered in accordance with workplace procedures 2.2. Store goods for delivery <ul style="list-style-type: none"> • Use appropriate handling practices with equipment aids to sort and shift goods in according to relevant regulations (e.g., Occupational Safety and Health Ordinance Cap. 509 and subsidiary regulations) • Identify delivery type and sort and identify groups of goods for delivery in appropriate areas 2.3. Maintain records <ul style="list-style-type: none"> • Complete required records or notices with reference to workplace requirements (e.g., count the goods quantity, record conditions of goods, and fill in delivery order) • Store and maintain records
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> • Capable of inspecting and sorting goods for delivery • Capable of using appropriate equipment to sort and shift goods • Capable of completing required records or notices
Remark	This UoC is adapted from the Logistics UoC LOWHCT102A