

Unit of Competency**Functional Area: Warehousing and Logistics**

Title	Perform stock control procedures
Code	105169L2
Range	This unit of competency is applicable to practitioners in the import and export industry. Practitioners should be capable of applying basic knowledge of inventory management to perform stock control procedures. All activities should be performed with reference to relevant operating procedures, inventory management policies and procedures, and safety guidelines.
Level	2
Credit	4 (for reference only)
Competency	<p>Performance Requirement</p> <ol style="list-style-type: none"> 1. Possess basic knowledge of stock control <ul style="list-style-type: none"> • Basic knowledge of inventory management and stock control • Describe the company's inventory policies and procedures • Describe relevant regulatory requirements including safety rules and working practices in handling and moving different categories of goods of different categories 2.1. Receive and process incoming goods <ul style="list-style-type: none"> • Maintain and organise the receiving bay • Apply handling equipments and tools to unpack goods • Remove and dispose of packing materials • Check and validate incoming goods against delivery orders and purchase orders • Inspect and record received items for variations, discrepancies, breakage, and quality • Apply code labels when required • Allocate location to store goods (both in and out) 2.2. Rotate stock <ul style="list-style-type: none"> • Carry out stock rotation • Carry out store code reporting and checking procedures • Place goods in storage • Maintain safe lifting, shifting and carrying 2.3. Maintain stock level <ul style="list-style-type: none"> • Record stock level on stock systems • Identify if any discrepancy in stock level • Perform physical count of goods • Update stock level on stock systems 2.4. Dispatch outgoing goods <ul style="list-style-type: none"> • Receive dispatch order from customer • Perform stock check against dispatch order • Follow up with customer if quantity is insufficient • Dispatch stock to appropriate area or department • Complete required documentation
Assessment Criteria	<p>The integrated outcomes requirements of this unit of competency are:</p> <ul style="list-style-type: none"> • Capable of applying inventory policies and procedures to control stock • Capable of applying safe working practices to handle and transport stock • Capable of handling stocks and using equipments with reference to manufacturer instructions • Capable of receiving and processing incoming goods and dispatching outgoing goods • Capable of rotating stock
Remark	This UoC is adapted from the Logistics UoC LOCUCT210A