

**Unit of Competency**

**Functional Area: Warehousing and Logistics**

Title	Conduct goods receipt
Code	105185L3
Range	This unit of competency is applicable to practitioners in the import and export industry in receiving goods. Tasks involve goods inspection and goods handling.
Level	3
Credit	3 (for reference only)
Competency	<p>Performance Requirement</p> <ol style="list-style-type: none"> <li>1. Possess knowledge of goods handling <ul style="list-style-type: none"> <li>• Describe goods operations (e.g., goods handling processes and loading/unloading operations)</li> <li>• Describe the requirements (e.g., packaging, labelling and documentation) of handling general goods, special goods, and dangerous goods</li> </ul> </li> <li>2.1. Identify workplace procedures and documentation requirements for the receipt of goods <ul style="list-style-type: none"> <li>• Identify the workplace procedures for goods receiving (e.g., unload pallets/cartons onto receiving dock)</li> <li>• Identify workplace documentation requirements (e.g., check delivery document and fill out dock receipt) for the receipt of goods and reporting of damage</li> </ul> </li> <li>2.2. Check and inspect goods on arrival <ul style="list-style-type: none"> <li>• Compare the number of pallets/cartons on delivery document and actual received quantity</li> <li>• Report discrepancies (if any)</li> <li>• Report condition of goods</li> <li>• Dispatch non-conforming goods and keep records</li> </ul> </li> <li>2.3. Unload, unpack, and store goods <ul style="list-style-type: none"> <li>• Identify handling equipment to handle goods</li> <li>• Identify appropriate storage locations according to the characteristics of goods and delivery schedule</li> <li>• Follow safety procedures when unloading, unpacking, and storing stock</li> <li>• Unload and unpack goods in accordance with workplace procedures (e.g., safety rules to avoid accident, and unpacking instructions to prevent goods damage)</li> </ul> </li> </ol>
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> <li>• Capable of identifying workplace procedures and documentation requirements for the receipt of goods</li> <li>• Capable of checking and inspecting goods</li> <li>• Capable of unloading, unpacking, and storing goods</li> </ul>
Remark	