

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

Title	Execute goods labelling and packaging
Code	105187L3
Range	This unit of competency is applicable to practitioners in the import and export industry in establishing packaging guidelines and executing good labelling and packaging.
Level	3
Credit	4 (for reference only)
Competency	<p>Performance Requirement</p> <ol style="list-style-type: none"> 1. Possess knowledge of goods packaging and labelling <ul style="list-style-type: none"> • Describe goods characteristics • Describe packaging methods • Describe goods safety, recycle and environment labelling requirements, e.g., RohS, CE, UL, ASTM, etc. 2.1. Identify the requirements of packaging <ul style="list-style-type: none"> • Identify the requirements of packaging to (1) reduce risk of goods damage and pilferage, (2) better utilise transport capacity to lower distribution cost, (3) facilitate the most economical method of goods handling, (4) package costs 2.2. Establish packaging guideline <ul style="list-style-type: none"> • Develop packaging guideline according to such factors as value of goods, goods transit, nature of goods, compliance with customs or regulatory requirements, fragility of goods, terms of sale, and insurance acceptance conditions • Establish package procedure, including (1) goods shipping and handling, (2) stacking, (3) cushioning, blocking and bracing,(4) securing goods, and (5) marking and labelling 2.3. Handle goods <ul style="list-style-type: none"> • Interpret the packaging specifications and requirements • Select appropriate packaging methods for products (e.g., column stack, interlocking stack, overhanging stack) • Identify packaging materials (e.g., standard wood pallets, plastic pallets, corrugate pallets, corrugated pad/tray, foam cushion) • Use appropriate packaging materials to (1) minimise loss and damage in transit or (2) maximise the utilisation of storage space • Stack the completed packed goods to minimise damage • Identify labelling standards (e.g., labels for dangerous goods) • Use appropriate goods handling, labelling, and other marking methods (e.g., handle with care, fragile goods, this end up, and do not stack) to handle goods 2.4. Check the packaging, quantity, and appearance of goods <ul style="list-style-type: none"> • Check the consistency of the information on document (e.g., Letter of Instruction, Delivery Order) with the package and appearance of the goods (e.g., the labels and marks of the goods, name and address of consignor and consignee, and goods quantity) • Count and check the goods quantity and report the discrepancies (if any) • Check whether the package has any irregularities (e.g., damage, and leakage) and report the discrepancies (if any) • Check whether the appearance is different significantly with document descriptions regarding the goods size and type • Check whether the package is intact or has been tampered • Record the checking according to the checklist or documents as required
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> • Capable of identifying the requirements of packaging • Capable of establishing packaging guideline • Capable of selecting packaging materials and methods • Capable of identifying and using labelling and marking standards • Capable of checking the packaging, goods quantity, and appearance of goods
Remark	