

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

Title	Co-ordinate warehouse operations
Code	105194L3
Range	This unit of competency is applicable to practitioners in the import and export industry to co-ordinate with warehouse to handle goods in and goods out.
Level	3
Credit	3 (for reference only)
Competency	<p>Performance Requirement</p> <ol style="list-style-type: none"> 1. Describe warehouse design <ul style="list-style-type: none"> • Describe order picking tour construction • Describe putaway tour construction • Describe of warehouse layout and material flow design 2.1. Plan and organise goods in <ul style="list-style-type: none"> • Check the condition of goods for any visual damage on outer package • Report the damage (if any) • Check the shipment details, e.g., quantity of goods against packing list • Report the discrepancy (if any) • Identify and select relevant resources (e.g., handling equipment, manpower, goods management equipment, etc.) to handle goods • Organise the putaway of goods to a specific storage location 2.2. Plan and organise goods out <ul style="list-style-type: none"> • Check consignment to ensure that goods are consistent with packing specification and are suitable for the type and method of transport • Check consignment to ensure that labelling and marking of goods conforms with domestic and international regulations • Report discrepancies (if any) • Identify and select relevant resources (e.g., handling equipment, manpower, goods management equipment, etc.) to dispatch of goods • Organise order picking and dispatch of goods 3. Monitor work processes <ul style="list-style-type: none"> • Monitor work processes and ensure use of resources efficiently • Ensure relevant regulatory requirements (e.g., secure goods properly) are followed
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> • Capable of planning and organising goods in • Capable of planning and organising goods out • Capable of monitoring work processes
Remark	