

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

Title	Monitor warehouse operations
Code	105246L4
Range	This unit of competency is applicable to practitioners in the import and export industry in monitoring the cost effective and efficient running of the warehouse operations.
Level	4
Credit	4 (for reference only)
Competency	<p>Performance Requirement</p> <ol style="list-style-type: none"> <li>1. Basic knowledge of warehouse operations <ul style="list-style-type: none"> <li>• Apply the knowledge of warehouse operations</li> <li>• Describe warehouse layouts, functions and operations</li> <li>• Describe staffing and equipment management</li> <li>• Describe warehouse inventory record and report</li> </ul> </li> <li>2. Monitor the operations of warehouses <ul style="list-style-type: none"> <li>• Establish warehouse receiving procedure, includes unloading of goods from transport carriers, updating of inventory records, inspection of goods, and verification of quantity of goods against shipping records</li> <li>• Establish warehouse putaway procedure, which includes physical movement of goods for storage, movement to areas for such value-added services as consolidation and quality checking, movement for outbound shipping</li> <li>• Establish warehouse order picking procedure, includes regrouping of products, selecting products, and picking goods according to picking lists</li> <li>• Implement the operational procedures</li> <li>• Monitor the operations</li> <li>• Conduct review and make adjustments</li> </ul> </li> <li>3. Monitor the performance of the warehouse <ul style="list-style-type: none"> <li>• Establish the performance indicators for warehouse management (e.g., measure for order fulfilment performance)</li> <li>• Audit the performance of the warehouse and assess warehouse productivity (e.g., orders per hour, cost per order)</li> <li>• Provide recommendations to improve warehouse performance</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 monitoring warehouse operations</li> <li>• Capable of monitoring the performance of warehouse</li> </ul>
Remark	