

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

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| Title | Organise goods operations |
| Code | 105247L4 |
| Range | This unit of competency is applicable to practitioners in the import and export industry. Practitioners should be capable of applying goods handling knowledge to carry out work activities according to the relevant regulatory requirements (e.g., Occupational Safety and Health Ordinance Cap. 509 and subsidiary regulations). |
| Level | 4 |
| Credit | 3 (for reference only) |
| Competency | <p>Performance Requirement</p> <ol style="list-style-type: none"> 1. Possess knowledge of goods handling <ul style="list-style-type: none"> • Describe the principles of goods handling • Describe relevant regulatory requirements • Describe workplace policy and procedures 2.1. Identify products for storage and handling <ul style="list-style-type: none"> • Identify products according to packaging/labelling (e.g., handle with care, and no stacking) and product features • Identify ways for storage and handling of products according to workplace procedures (e.g., goods receiving process, putaway process, order picking process, and goods delivery process) • Identify storage and handling requirements in relation to product features that may affect goods condition or location requirements 2.2. Match products to locations <ul style="list-style-type: none"> • Determine products locations according to specified criteria (e.g., delivery frequency, and product features) • Use inventory systems, labels, and other information sources to identify products according to storage and handling requirements 2.3. Provide assistance to individuals concerning stock identification and location problems <ul style="list-style-type: none"> • Identify new stock items and provide relevant product information to groups and individual in workplace • Provide feedback to relevant groups and individuals • Update product information for relevant groups and individuals • Encourage relevant personnel to maintain and build product knowledge through such tools as knowledge management system (KMS) 2.4. Identify appropriate transfer and handling requirements <ul style="list-style-type: none"> • Identify and evaluate resources for product transfer operations • Provide assistance in receipt and dispatch areas to identify and report variances • Complete relevant documents 2.5. Examine quality and report on products <ul style="list-style-type: none"> • Inspect products with reference to company quality assurance procedures • Return, replace or dispose unusable stocks/products with reference to company quality assurance procedures • Record and report non-conforming products 3. Facilitate continuous improvement <ul style="list-style-type: none"> • Apply knowledge of customer requirements to design work operations • Predict and notify potential problems to appropriate personnel • Identify improvements opportunities to work organisation |
| Assessment Criteria | <p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> • Capable of applying goods handling knowledge to identify and categorise products • Capable of applying knowledge of goods handling to identify products in warehouse or other storage area • Capable of solving stock identification and location problem • Capable of identifying transfer and handling requirement |
| Remark | This UoC is adapted from the Logistics UoC LOCUCT403A |