

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

Title	Plan and design receiving and putaway process in warehouse operations
Code	105311L5
Range	This unit of competency is applicable to practitioners in the import and export industry to plan and design the workflow and procedure for goods receiving and putaway process in warehouse operations.
Level	5
Credit	7 (for reference only)
Competency	<p>Performance Requirement</p> <ol style="list-style-type: none"> 1. Command of receiving and putaway operations <ul style="list-style-type: none"> • Examine the receiving mode disposition • Examine putaway batch sizing • Describe the putaway tour construction • Describe goods safety, recycle and environment labelling requirements, e.g., RohS, CE, UL, ASTM, etc. 2.1. Compile purchase order profile <ul style="list-style-type: none"> • Identify inbound warehouse activities • Collect relevant information and data for purchase order profile • Compile purchase order profile to make batching and processing strategies for receiving and putaway 2.2. Plan the workflow and procedure for goods receiving and putaway <ul style="list-style-type: none"> • Use appropriate technique to determine goods receiving and putaway processes in warehouse operations • Conclude goods receiving and putaway processes analysis within constraints of batch size and tour construction • Implement, monitor, and amend goods receiving and putaway processes based on changing circumstances in accordance with methodologies and procedures 3. Design receiving and putaway process <ul style="list-style-type: none"> • Plan work requirements with appropriate equipment • Identify and locate warehouse zones as to which store receiving products • Establish receiving and putaway process • Where required, select and stack appropriate pallet for goods to minimise stock damage and maximise stability • Receive and store goods • Locate goods/pallets in receipt areas • Receive goods to meet workplace schedule • Assemble, secure, arrange, and place goods in storage zones in accordance with the schedule
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> • Capable of compiling purchase order profile • Capable of planning the goods receiving and putaway workflow and procedure • Capable of designing receiving and putaway process
Remark	