

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

Title	Plan and design order picking and shipping process in warehouse operations
Code	105312L5
Range	This unit of competency is applicable to practitioners in the import and export industry to plan and design order picking and shipping process in warehouse operations.
Level	5
Credit	8 (for reference only)
Competency	<p>Performance Requirement</p> <ol style="list-style-type: none"> 1. Command order picking and shipping operations <ul style="list-style-type: none"> • Examine order picking tour construction • Examine shipping process 2.1. Compile customer order profiles <ul style="list-style-type: none"> • Collect relevant information and data in investigating order batch size, pick wave planning, picking tour construction, and shipping mode disposition • Compile customer order profiles including order mix distribution (e.g., family mix distribution, full/partial pallet mix distribution, full/broken cases distribution), lines per order distribution, and line and cube per order distribution 2.2. Plan workflow and procedures for order picking and shipping <ul style="list-style-type: none"> • Identify order picking approaches, e.g., discreet picking , batch picking, zone picking, wave picking • Make batching and processing decision to order picking • Plan work requirements with appropriate equipment and documentation assembled 3. Design order picking and shipping process <ul style="list-style-type: none"> • Identify and locate zones of the warehouse • Select and stack appropriate pallet (or case) for orders to minimise stock damage and maximise stability if necessary • Pick/select and consolidate products • Locate products/pallets in dispatch areas • Assemble products to meet customer orders and shipping schedules • Consolidate, secure, arrange and place orders 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 applying knowledge of order picking and shipping process • Capable of compiling customer order profile • Capable of planning the order picking and shipping process • Capable of designing warehouse operating procedure
Remark	