

Specification of Competency Standards for the Logistics Industry

Unit of Competency

1. Title	Maintain stocks
2. Code	LOCUCT209A
3. Range	This unit of competency is applicable to logistics service providers. Practitioners should be able to apply knowledge of inventory control to maintain stocks. All activities should be performed with reference to relevant operating procedures, inventory management policies and procedures, and safety guidelines.
4. Level	2
5. Credit	3 (for reference only)
6. Competency	<p style="text-align: center;"><u>Performance Requirements:</u></p> <p>6.1 Knowledge of inventory control</p> <ul style="list-style-type: none"> • Understand the procedure of receipt and dispatch of goods • Know about the control of stock level • Know about the distribution and reorder cycle • Know about the company policy and procedures • Know about the nature of each type of cargo and the safety guidelines <p>6.2.1 Handle receipt and dispatch of goods</p> <ul style="list-style-type: none"> • Co-ordinate the activities of receipt and dispatch of goods with relevant personnel • Implement inventory policies and procedures • Follow inventory management procedures to complete required documentation • Inspect incoming goods in terms of quantity and quality with reference to inventory management procedures • Handle quality and quantity discrepancies of goods • Handle and store goods <p>6.2.2 Maintain stock records</p> <ul style="list-style-type: none"> • Monitor and maintain stock levels and keep any cargo damage records • Maintain, monitor and adjust stock reorder cycles • Report stock records and reorders information to relevant personnel • Maintain stock movement records • Record stock discrepancies and follow procedures • Monitor stock performance, and report fast and slow moving items <p>6.2.3 Handle stock take</p> <ul style="list-style-type: none"> • Apply inventory policies and procedures to stock-taking activities • Effectively allocate team members to complete task • Generate reports on stock-taking data <p>6.2.4 Identify stock losses</p> <ul style="list-style-type: none"> • Identify stock losses against forecast • Identify avoidable losses and provide justifications • Implement possible solutions to avoid stock losses <p>6.2.5 Process orders</p> <ul style="list-style-type: none"> • Process and raise orders for stock • Monitor ordering and recording systems • Ensure availability of sample range in accordance with buying plan • Record and file negotiated purchase and supply agreements <p>6.2.6 Follow up orders</p> <ul style="list-style-type: none"> • Ensure delivery processes meet predetermined deadlines • Handle supply problems; where appropriate, refer to relevant personnel • Follow up with buyers, suppliers, and transport operators to ensure smooth delivery

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7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: <ul style="list-style-type: none">• Capable of performing the duties of receipt, dispatch and secure storage of goods in accordance with inventory management procedure• Capable of monitoring stock levels, movement and reorder cycles on a regular basis• Capable of organising and co-ordinating stock take• Capable of handling orders processes
8. Remarks	