

## Specification of Competency Standards for the Logistics Industry

### Unit of Competency

1. Title	Manage inventories and facilities
2. Code	LOCUCT507A
3. Range	This unit of competency is applicable to logistics service providers. Practitioners should be capable of applying knowledge of facility management to determine inventory requirements and manage space requirements.
4. Level	5
5. Credit	6 (for reference only)
6. Competency	<p style="text-align: center;"><u>Performance Requirements:</u></p> <p>6.1 Knowledge of facility management</p> <ul style="list-style-type: none"> <li>• Know about the principles of facility management</li> <li>• Understand the company's inventory requirements</li> </ul> <p>6.2.1 Identify space requirements</p> <ul style="list-style-type: none"> <li>• Assess the medium- and long-term storage requirements with reference to legislative requirements and company's business plan</li> <li>• Assess product characteristics and cargo handling methods, to identify storage type and amount</li> <li>• Assess facility to identify the stock holding and handling requirements</li> <li>• Calculate volume requirements with the stock holding needs</li> <li>• Calculate the total space requirement to formulate plan for space utilisation</li> </ul> <p>6.2.2 Identify safety and security requirements</p> <ul style="list-style-type: none"> <li>• Conduct risk assessment to ensure the safety and security of facilities, personnel, and stock</li> <li>• Identify and document safety and security procedures for cargo handling and storage</li> <li>• Identify fire prevention and firefighting systems according to relevant regulatory, storage, and legislative requirements (e.g. Fire Service (Installations and Equipment) Regulations)</li> <li>• Develop evacuation plan in accordance with the company's policies and procedure</li> </ul> <p>6.2.3 Establish documentation systems</p> <ul style="list-style-type: none"> <li>• Establish documentation systems to record and trace the status of stocks in order to meet the company's reporting, quality assurance and financial requirements</li> <li>• Establish systems to record the communication with customers in order to assess the effectiveness of operations and collect data for systems enhancement</li> </ul> <p>6.2.4 Design storage zones</p> <ul style="list-style-type: none"> <li>• Plan warehouse zones with reference to space requirements and equipment operations requirements</li> <li>• Conduct facility assessment to enhance the space utilisation</li> <li>• Determine storage zones position in accordance with the planning process</li> <li>• Reserve space for maintenance and cleaning</li> </ul> <p>6.3 Evaluate facility utilisation and its operational efficiency</p> <ul style="list-style-type: none"> <li>• Use continual review systems for regular checks to the followings: <ul style="list-style-type: none"> <li>○ Examine the operational efficiency of storage areas and systems</li> <li>○ Examine the operational efficiency of receiving and dispatch systems</li> <li>○ Examine the operational efficiency of storage and handling systems and their compliance with ergonomic principles</li> <li>○ Examine product damage due to handling and storage, and stock losses</li> <li>○ Ensure the flexibility of facility layout to meet changing storage and handling requirements</li> </ul> </li> <li>• Establish effective reporting systems to maintain data for facilities and systems improvement</li> </ul>

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7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: <ul style="list-style-type: none"><li>• Capable of applying knowledge of facility management to identify space requirements, and safety and security requirements for inventories and warehouses</li><li>• Capable of establishing documentation systems to manage inventory and facility requirements</li><li>• Capable of designing storage zone</li><li>• Capable of evaluating facility utilisation and its operational efficiency</li></ul>
8. Remarks	