

Specification of Competency Standards for the Logistics Industry

Unit of Competency

1. Title	Receive stocks
2. Code	LOWHCT205A
3. Range	This unit of competency is applicable to logistics service providers. Practitioners should be capable of receiving stock with reference to relevant stock receiving requirements, operating procedures, and safety guidelines and requirements (e.g. OSH requirements).
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 stock receiving</p> <ul style="list-style-type: none"> • Know about the operations of stock receiving • Understand the relevant standards, codes, regulatory requirements and workplace procedures • Understand company policy and procedures <p>6.2.1 Identify workplace documentation requirements and procedures for the receipt of goods</p> <ul style="list-style-type: none"> • Identify workplace procedures for receipt of goods • Interpret purpose of documents for receipt of goods • Identify workplace documentation requirements and reporting of damage <p>6.2.2 Receiving of stock</p> <ul style="list-style-type: none"> • Check receiving stock against orders and delivery documents • Identify and communicate discrepancies to relevant personnel • Inspect and record items damage, best before dates, breakages/discrepancies <p>6.2.3 Inspect and check arrival goods</p> <ul style="list-style-type: none"> • Identify and follow checking procedures against manifests and orders • Report damaged goods or discrepancies • Dispatch/store and document non-conforming goods <p>6.2.4 Unload, unpack and store stock</p> <ul style="list-style-type: none"> • Identify appropriate handling equipment and techniques • Apply safe work procedures to unload, unpack, and store stocks • Seek advice on products locations and storage requirements • Unload and unpack goods • Seek required assistance to maintain effective and safe work • Follow directions to store stock in appropriate areas <p>6.2.5 Rotate and maintain stock</p> <ul style="list-style-type: none"> • Rotate stock with reference to operating procedures • Move stock with appropriate equipment according to relevant OSH regulations (e.g., Occupational Safety and Health Ordinance Cap. 509 and subsidiary regulations) • Check and report quality of stock • Dispose and/or place stock in storage <p>6.2.6 Complete documentation</p> <ul style="list-style-type: none"> • Complete required documentation and records
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> • Capable of identifying relevant documents and workplace procedures for goods receiving • Capable of inspecting and checking arrival goods • Capable of identifying appropriate handling equipment to unload/unpack stock • Capable of handling stock rotate and checking quality of stock • Capable of completing required documentation and records
8. Remarks	

1. Title	Replenish stocks
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