

Specification of Competency Standards for the Logistics Industry

Unit of Competency

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| 2. Code | LOWHCT206A |
| 3. Range | This unit of competency is applicable to logistics service providers. Practitioners should be capable of performing tasks with reference to relevant stock replenishment 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 principles and procedure of stock replenishment</p> <ul style="list-style-type: none">• Know about the principles and procedure to stock replenishment• Understand relevant standards, codes, and regulatory requirements• Understand workplace policy and procedures <p>6.2.1 Participate in stock rotation activities</p> <ul style="list-style-type: none">• Count stock levels against documentation• Record and report stock levels• Replenish, adjust, or rotate stocks• When appropriate, activate stock re-ordering processes• Report routine and non-routine problems with products/storage systems <p>6.2.2 Interpret and fill replenishment request</p> <ul style="list-style-type: none">• Interpret order request documentation• Note product in order and identify workplace location• Use product and workplace knowledge to plan work sequence• Select appropriate materials handling equipment according to relevant OSH regulations (e.g., Occupational Safety and Health Ordinance Cap. 509 and subsidiary regulations)• Identify schedules for order movement <p>6.2.3 Complete stock replenishment</p> <ul style="list-style-type: none">• Sort, assemble and consolidate products in storage areas• Check work with reference to operating procedures• Complete records and documentation |
| 7. Assessment Criteria | <p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none">• Capable of recording and reporting stock levels• Capable of using product and workplace knowledge to plan work sequence• Capable of selecting appropriate materials handling equipment• Capable of sorting, assembling and consolidating products in storage areas |
| 8. Remarks | |