

Specification of Competency Standards for the Logistics Industry

Unit of Competency

1. Title	Plan and design receiving and putaway process in warehouse operations
2. Code	LOWHPD504A
3. Range	This unit of competency is applicable to logistics service providers. Practitioners should be capable of planning workflow and procedures for goods receiving, and designing receiving and putaway processes in warehouse operations. It involves responsibility for the provision of general guidance and leadership to others either individually or in teams.
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 receiving and putaway process</p> <ul style="list-style-type: none"> • Understand the receiving mode disposition • Know about putaway batch sizing • Understand the putaway tour construction <p>6.2.1 Compile purchase order profile</p> <ul style="list-style-type: none"> • Identify inbound warehouse activities • Collect relevant information and data for purchase order profile • Compile purchase order profile to plan batching and processing strategies for receiving and putaway <p>6.2.2 Plan the workflow and procedure for goods receiving and putaway</p> <ul style="list-style-type: none"> • Use appropriate techniques to determine goods receiving and putaway processes in warehouse operations • Conclude goods receiving and putaway processes analysis within constraints of batch size and tour construction • Implement, monitor and amend goods receiving and putaway processes based on changing circumstances <p>6.3 Design receiving and putaway process</p> <ul style="list-style-type: none"> • Identify work requirements and required resources • Deploy required resources • Establish receiving and putaway process • Establish guidelines to select and stack pallet for goods to minimise stock damage and maximise stability • Determine location to receive and store goods/pallets • Establish guidelines to determine receiving and putaway schedule • Establish workplace procedures to assemble, secure, arrange and place goods in storage zones in accordance with the receiving and putaway schedule
7. 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 receiving and putaway process • Capable of compiling purchase order profile • Capable of planning the goods receiving and putaway workflow and procedure • Capable of designing effective receiving and putaway process
8. Remarks	