

**Specification of Competency Standards**  
**for the Logistics Industry**  
**Unit of Competency**

Functional Area - Cargo Transport and Handling

Title	Perform stock control procedures
Code	LOCUCT210B
Range	This unit of competency is applicable to logistics service providers. Practitioners should be capable of applying basic knowledge of inventory management to perform stock control procedures. All activities should be performed with reference to relevant operating procedures, inventory management policies and procedures, and safety guidelines.
Level	2
Credit	3 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Know about stock control</p> <ul style="list-style-type: none"> <li>• Understand the company's inventory policies and procedures</li> <li>• Understand relevant regulatory requirements including safety rules and working practices in handling and moving different categories of goods of different categories</li> <li>• Understand the requirement of customers and compliance of SOP</li> <li>• Basic knowledge of inventory management and stock control</li> </ul> <p>2. Receive and process incoming goods</p> <ul style="list-style-type: none"> <li>• Maintain and organise the cargo acceptance bay</li> <li>• Apply handling equipment and tools to retrieve goods</li> <li>• Remove and dispose of packing materials</li> <li>• Check and validate incoming goods against delivery orders and purchase orders, packing list</li> <li>• Inspect and record received items for variations, discrepancies, damage, and quality</li> <li>• Apply code labels when required</li> <li>• Allocate location to store goods (both in and out)</li> <li>• Update report as per procedure and time schedule to ensure data can be provided to customers on time</li> </ul> <p>3. Rotate stock</p> <ul style="list-style-type: none"> <li>• Carry out stock rotation</li> <li>• Carry out store code reporting and checking procedures</li> <li>• Place goods in storage</li> <li>• Maintain safe lifting, shifting and carrying</li> </ul> <p>4. Maintain stock level</p> <ul style="list-style-type: none"> <li>• Record stock level on stock systems</li> <li>• Identify if any discrepancy in stock level</li> <li>• Perform physical count of goods</li> <li>• Update stock level on stock systems</li> <li>• Report the fluctuation of stock level as per requirement like over-stock and under-stock per items/period</li> </ul> <p>5. Delivery outgoing goods</p> <ul style="list-style-type: none"> <li>• Receive delivery order from customer</li> <li>• Perform stock check against delivery order</li> <li>• Follow up with customer if quantity is insufficient</li> </ul>

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	<ul style="list-style-type: none"><li>• Delivery stock to appropriate area or department</li><li>• Complete required documentation</li><li>• Update WMS as per procedure</li><li>• Generate daily activities report and distribute to appropriate personnel</li></ul>
Assessment Criteria	<p>The integrated outcomes requirements of this unit of competency are:</p> <ul style="list-style-type: none"><li>• Capable of applying inventory policies and procedures to control stock;</li><li>• Capable of applying safe working practices to handle and transport stock;</li><li>• Capable of handling stocks and using equipment with reference to manufacturer instructions;</li><li>• Capable of receiving and processing incoming goods and delivery outgoing goods; and</li><li>• Capable of rotating stock</li></ul>
Remark	