

Specification of Competency Standards
for the Logistics Industry
Unit of Competency

Functional Area - Cargo Transport and Handling

Title	Organise warehouse records
Code	LOCUCT303B
Range	This unit of competency is applicable to logistics service providers. Practitioners should be capable of performing tasks in compliance with the relevant regulations and workplace requirements when organising warehouse records operations.
Level	3
Credit	3 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Possess the basic knowledge of warehouse operations</p> <ul style="list-style-type: none"> • Know about warehouse operations • Understand workplace procedures and regulatory requirements in warehouse operations <p>2. Identify record management systems, and technologies</p> <ul style="list-style-type: none"> • Identify and define requirements for records actions • Identify and review types of record systems which might meet workplace requirements • Evaluate and note advantages and disadvantages of identified systems • Select record management systems • Take appropriate action to establish the selected record systems with reference to operational requirements <p>3. Store warehouse records</p> <ul style="list-style-type: none"> • With reference to workplace procedure <ul style="list-style-type: none"> ○ Collect and consolidate warehouse records ○ Store records manually and/or electronically according to system developers instructions ○ Maintain records <p>4. Retrieve information with record management systems to retrieve information</p> <ul style="list-style-type: none"> • Process responses to requests for information promptly • Access and retrieve required records
Assessment Criteria	<p>The integrated requirements of this unit of competency are:</p> <ul style="list-style-type: none"> • Capable of identifying record management databases, storage types and technologies; • Capable of collecting, consolidating and storing warehouse records; and • Capable of using record management systems effectively
Remark	