

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

Functional Area - Cargo Transport and Handling

Title	Carry out stock-taking
Code	LOCUCT310B
Range	This unit of competency is applicable to logistics service providers. Practitioners should be capable of applying relevant knowledge of inventory control to conduct stock-taking activities.
Level	3
Credit	3 (For Reference Only)
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> <li>1. Know about inventory control <ul style="list-style-type: none"> <li>• Know about the principles of inventory control</li> <li>• Know about the operations of logistics related industries</li> <li>• Understand relevant regulatory requirements</li> <li>• Understand company policy and requirements</li> </ul> </li> <li>2. Plan stock-taking <ul style="list-style-type: none"> <li>• Identify inventory systems and goods to be counted</li> <li>• Identify required resources for stock-taking</li> <li>• Assist and instruct team members</li> <li>• Allocate team members to particular tasks and zones and provide clear directions</li> <li>• Plan stock take operations in a time effective manner</li> </ul> </li> <li>3. Prepare for stock-taking <ul style="list-style-type: none"> <li>• Identify inventory systems and goods to be counted</li> <li>• Identify required resources</li> <li>• Identify allocated tasks, zones and work requirements</li> <li>• Plan work role sequence in a time effective manner</li> </ul> </li> <li>4. Conduct stock take <ul style="list-style-type: none"> <li>• Co-ordinate and undertake stock-taking activities</li> <li>• Interpret inventory data</li> <li>• Confirm inventory data to match stock</li> <li>• Count and document stock levels</li> </ul> </li> <li>5. Identify stock discrepancies <ul style="list-style-type: none"> <li>• Accurately record and document discrepancies in type, number and quality of stock</li> <li>• Identify possible reasons for discrepancies and take appropriate actions</li> <li>• Relocate products in inappropriate storage locations and update stock records</li> </ul> </li> <li>6. Complete documentation <ul style="list-style-type: none"> <li>• Reconcile inventory data to match warehouse stock</li> <li>• Complete required documents</li> </ul> </li> <li>7. Update documentation <ul style="list-style-type: none"> <li>• Reconcile inventory data to match warehouse stock</li> <li>• Reconcile information with audit requirements</li> <li>• Complete documentation</li> </ul> </li> </ol>

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Assessment Criteria	The integrated outcome requirements of this unit of competency are: <ul style="list-style-type: none"><li>• Capable of applying product and inventory control knowledge to carry out stock-taking activity; and</li><li>• Capable of planning, conducting and reviewing stock-taking activity</li></ul>
Remark	