

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

Functional Area - Cargo Transport and Handling

Title	Use inventory systems for stock control
Code	LOCUCT311B
Range	This unit of competency is applicable to logistics service providers. Practitioners should be capable of applying knowledge of inventory management to perform the tasks of stock control with inventory systems.
Level	3
Credit	3 (For Reference Only)
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> <li>1. Possess the knowledge of inventory management <ul style="list-style-type: none"> <li>• Understand the business operations in logistics related industries</li> <li>• Understand company policy and procedures</li> <li>• Understand the e-application of inventory reports and data visibility to the customers</li> <li>• Understand the automation of warehouse and its application</li> <li>• Know about the principles of inventory management</li> </ul> </li> <li>2. Identify stock control and inventory systems <ul style="list-style-type: none"> <li>• Identify stock control and inventory systems, software, and equipment</li> <li>• Explain reasons for common database approach to inventory records and documentation</li> <li>• Identify identification and reporting procedures of discrepancies/variances</li> <li>• Identify options to allow the customers to access the data via different sorts of e-platform</li> </ul> </li> <li>3. Maintain stock levels with reorder processes <ul style="list-style-type: none"> <li>• Conduct stock level maintenance checking</li> <li>• Reorder stock to maintain stock level requirements</li> <li>• Enter and extract data from the inventory systems</li> </ul> </li> <li>4. Organise stock counts and report discrepancies <ul style="list-style-type: none"> <li>• Plan cyclical stock count process and allocate work to team members</li> <li>• Provide clear directions on tasks</li> <li>• Conduct stock take activities</li> <li>• Identify causes and types of records discrepancies</li> <li>• Apply noting and correcting minor discrepancies procedures</li> <li>• Report major discrepancies</li> <li>• Complete documentation</li> </ul> </li> <li>5. Complete report and documentation <ul style="list-style-type: none"> <li>• Identify types of reports to be produced from inventory records systems</li> <li>• Complete relevant reports for record keeping and inventory control purposes</li> <li>• Apply analytical tools and systems to measure the efficiency of warehouse in terms of cycle time, number of movement and any data from the WMS</li> </ul> </li> </ol>
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> <li>• Capable of applying knowledge of inventory systems to organise stock control;</li> <li>• Capable of identifying stock control and inventory systems; and</li> <li>• Capable of implementing inventory and stock control systems for stock control</li> </ul>

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Remark	
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