

Specification of Competency Standards
for the Logistics Industry
Unit of Competency

Functional Area - Cargo Transport and Handling

Title	Manage inventories and warehouse facilities
Code	LOCUCT507B
Range	This unit of competency is applicable to logistics service providers. Practitioners should be capable of applying knowledge of facility management to determine inventory requirements and manage space requirements.
Level	5
Credit	6 (For Reference Only)
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> 1. Possess the knowledge of facility management <ul style="list-style-type: none"> • Know about the principles of facility management • Understand the company's inventory requirements • Know about the system and automation operation • Know about the concepts of quality control and continuous improvement 2. Identify space requirements <ul style="list-style-type: none"> • Assess the medium and long-term storage requirements with reference to legislative requirements and company's business plan • Assess product characteristics and cargo handling methods, to identify storage type and amount • Assess facility to identify the stock holding and handling requirements • Calculate volume requirements with the stock holding needs • Calculate the total space requirement to formulate plan for space utilisation • Identify appropriate facilities and operate with the maximum functions • Identify automation systems to improve the efficiency of operations flow and methods 3. Identify safety and security requirements <ul style="list-style-type: none"> • Conduct risk assessment to ensure the safety and security of facilities, personnel, and stock • Identify and document safety and security procedures for cargo handling and storage • Identify fire prevention and firefighting systems according to relevant regulatory, storage, and legislative requirements (e.g. Fire Service (Installations and Equipment) Regulations) • Develop evacuation plan in accordance with the company's policies and procedure 4. Establish documentation systems <ul style="list-style-type: none"> • Establish documentation systems to record and trace the status of stocks in order to meet the company's reporting, quality assurance and financial requirements • Establish systems to record the communication with customers in order to assess the effectiveness of operations and collect data for systems enhancement • Establish system for data creation and convert to become the recommendation and solution messages of the company 5. Design storage zones <ul style="list-style-type: none"> • Plan warehouse zones with reference to space requirements and equipment operations requirements • Conduct facility assessment to enhance the space utilisation

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	<ul style="list-style-type: none"> • Determine storage zones position in accordance with the planning process • Reserve space for maintenance and cleaning • Identify automation, robot operations, etc. to improve space utilisation rates <p>6. Evaluate facility utilisation and its operational efficiency</p> <ul style="list-style-type: none"> • Use continual review systems for regular checks to the followings: <ul style="list-style-type: none"> ○ Examine the operational efficiency of storage areas and systems ○ Examine the operational efficiency of receiving and dispatch systems ○ Examine the operational efficiency of storage and handling systems and their compliance with ergonomic principles ○ Examine product damage due to handling and storage, and stock losses ○ Ensure the flexibility of facility layout to meet changing storage and handling requirements ○ Apply automation and robot operations and special storage facilities to maximise the effectiveness • Establish effective reporting systems to maintain data for facilities and systems improvement • Ensure cargo cycle time in accordance with the customer/cargo, to redesign the allocation of space and location
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 facility management to identify space requirements, and safety and security requirements for inventories and warehouses; • Capable of establishing documentation systems to manage inventory and facility requirements; • Capable of designing storage zone according to the space requirement and operation needs; and • Capable of evaluating facility utilisation and its operational efficiency
Remark	