

Specification of Competency Standards
for the Logistics Industry
Unit of Competency

Functional Area - Planning and Design of Logistics Solutions

Title	Implement inventory control procedures
Code	LOSAPD303B
Range	This unit of competency is applicable to logistics service providers. Practitioners should be capable of planning, co-ordinating and implementing activities associated with the receipt, dispatch, storage and movement of merchandise including the compliance of inventory and storage facilities control procedures
Level	3
Credit	3 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Know about inventory management</p> <ul style="list-style-type: none"> • Understand the concept of inventory control • Understand order fulfilment management and handle non-compliance situation • Know about the legal obligation and insurance coverage of the company • Know about the procedures and requirements of receipt, dispatch, storage and movement of goods <p>2. Implement receipt, dispatch and storage of goods</p> <ul style="list-style-type: none"> • Proceed order fulfilment management as per procedure • Assess and manage on the utilisation of space and all other resources to meet the upcoming requirement • Organise receive, dispatch and store goods in accordance with customer requirements and company procedures (e.g., check the marking and packaging, count the cargo quantity, and record the goods condition) • Determine cost-effective methods for goods movement with reference to relevant regulatory requirements (e.g., weight limit) • Implement repairing and maintenance procedures for equipment and storage areas • Confirm the storage location as per daily updated system • Provide daily activity and non-compliance reports <p>3. Implement stock control</p> <ul style="list-style-type: none"> • Implement procedures to control stocks and inventories • Implement procedures to monitor and control stock levels • Maintain stock levels according to budgeted stock levels • Implement stock-taking procedures • Develop and implement contingency plans for timely stock delivery • Prepare documents and accurate reports on stock inventories • Update data and reports as per customers requirement
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> • Capable of co-ordinating and implementing inventory control activities • Capable of implementing repairing and maintenance procedures for storage areas and equipment; and • Capable of planning, co-ordinating and implementing activities associated with stock control
Remark	