Specification of Competency Standards
for the Manufacturing Technology Industry
Unit of Competency

Functional Area - Delivery and Monitoring

Title	Set up and maintain warehouse
Code	106506L4
Range	This unit of competency is applicable to the procurement department/ materials control departments of Manufacturing Technology Industry. In the area of materials and finished goods management, practitioners should be capable to set up and maintain warehouse in accordance with relevant laws and regulatory requirements and the actual demands of corporations, and manage warehouse operations
Level	4
Credit	3 （For Reference Only）
Competency	Performance Requirements 1. Understand relevant knowledge of set up and maintain warehouse - Recognise freight logistics systems and organizations, such as freight patterns and transportation systems, air, maritime and land transport operations, the international multimodal transport operations, and coordinate all aspects of the logistics system - Recognise the basic processes of logistics services, including orders, arranging transportation, arranging the customs procedures and formalities of export and inport of goods, warehousing, inventory management, material dispensing, packaging and value-added services - Understand the functions and characteristics of all types of inventory management system - Understand the business development strategy - Understand the principles of Facilities Management - Understand the warehouse design, materials process design and function location method design methods - Understand inventory control and management, such as inventory planning, safety stock, loss control, deprecation and obsolete inventory - Understand Just-in-Time (JIT) management, including zero inventory concept, the environment and concepts of Just-in-Time (JIT) management - Understand the relevant legislation and regulations of warehouse in the operating regions, such as Fire Service (Installations and Equipment) Regulations 2. Set up and maintain warehouse - Collect all relevant data of Cargo Logistics, such as the stock-in frequency, product types, characteristics, size and quantity of distribution, storage requirements, and estimation of future inventory needs - According to relevant laws and regulations and actual needs of the corporation, examine and improve the warehouse facilities, such as upgrade of fire prevention and fire extinguishing system - Assist to develop the procurement specifications required for warehouse facilities - Analyse the effectiveness of the existing system, continuously improve the warehouse operations process - Develop appropriate communication channels to ensure that the actual operation of warehouse is not contrary to the original design, also prevent the warehouse management arrangements violates the laws and regulations, and improve the efficiency of warehouse operations - Manage the warehousing equipment and carry out storage operations - Propose improvements to management on the conditions of warehouse 3. Professional handling of set up and maintain warehouse

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	• Prevent any abuse or corruption, such as abuse/ misappropriation of corporate assets and theft • Ensure all contents and information of inventory are accurate • Compliance with local laws to set up warehouse
Assessment Criteria	The integrated outcome requirements of this unit of competency are: • Capable to use all kinds of methods and tools to analyse the demands of warehouse of the corporation • Capable to set up and maintain warehouse equipment and facilities and operating process in accordance with the relevant laws and regulations and the actual demands of the corporation
Remark	