

Specification of Competency Standards of the Retail Industry

**Unit of Competency**

**Functional Area: Specific Product Knowledge**

Title	Transport and store liquor
Code	105711L3
Range	This unit of competency (UoC) is applicable to staff responsible for the transportation and storage of liquor products. It requires some analysis. It covers the abilities to perform the tasks of transporting and storing liquor according to the handling procedures and guidelines established by the organization.
Level	3
Credit	6 (for reference only)
Competency	<p>Performance Requirements</p> <p>1. Knowledge of transporting and storing liquor</p> <ul style="list-style-type: none"> <li>• Understand the organization's requirements and guidelines on the storage and transportation of liquor products</li> <li>• Understand the details for the transportation of liquor products, e.g. : <ul style="list-style-type: none"> <li>• Safely delivering liquor products to specified destinations within the shortest time</li> <li>• Avoiding damage to liquor products or minimizing the damage during transportation</li> </ul> </li> <li>• Understand the details of warehousing management for liquor products, e.g. : <ul style="list-style-type: none"> <li>• Maintaining the quality of the stocks of liquor</li> <li>• Lowering warehousing costs</li> <li>• Maintaining the accuracy of stock records</li> <li>• Measures related to occupational safety and health in warehouses</li> </ul> </li> <li>• Understand the duties of staff engaged in the transportation and storage of liquor products and the knowledge and skills required of them</li> <li>• Understand the legislations and regulatory codes related to liquor products, e.g. : <ul style="list-style-type: none"> <li>• Dutiable Commodities Ordinance, Chapter 109, Laws of Hong Kong</li> <li>• Liquor licences issued by the Liquor Licensing Board to premises supplying liquor for consumption on the premises (according to the regulation, it is not allowed to supply liquor to any person under 18 years of age for consumption on the premises)</li> <li>• Road Traffic Ordinance (Driving a motor vehicle with alcohol concentration above prescribed limit), Section 15B, Chapter 371, Laws of Hong Kong</li> </ul> </li> </ul>

# Specification of Competency Standards of the Retail Industry

## Unit of Competency

### Functional Area: Specific Product Knowledge

Competency	<p>2. Transport and store liquor</p> <ul style="list-style-type: none"><li>• Transport liquor products according to the handling procedures and guidelines established by the organization, including:<ul style="list-style-type: none"><li>• Ensuring the cleanliness of delivery vehicles before loading of liquor products</li><li>• Checking and recording liquor products before loading onto vehicles</li><li>• Checking whether the liquor product tags are correct and the packing is intact</li><li>• Ensuring that the room temperature in delivery vehicles meets the specified requirements (including during the change of vehicles/means of transport )</li><li>• Delivering the liquor products to destinations within the shortest time according to established schedule, sequence and route</li><li>• Following the procedures and completing the delivery formalities by handling/signing all the related documents when arriving at the unloading area</li></ul></li><li>• Store liquor products according to the handling procedures and guidelines of the organization, including:<ul style="list-style-type: none"><li>• Ensuring that the environment of the warehouse meets the requirements for the storage of liquor products</li><li>• Inspecting and accepting goods and checking all the related documents</li><li>• Warehousing, shelving and storing</li><li>• Stock management and keeping records</li><li>• Applying the “first-in-first-out” principle or other methods (e.g. money-for-value, safety or time principle) to handle stocks</li><li>• Monitoring the stocks of liquor products and conducting stocktaking regularly</li><li>• Handling the deteriorated and expired liquor products in stock</li></ul></li><li>• Follow the requirements related to liquor laws and regulations and take note of their amendments during the working period</li></ul> <p>3. Exhibit professionalism</p> <ul style="list-style-type: none"><li>• Strictly follow the guidelines and regulatory requirements established by the organization when transporting and storing liquor products</li><li>• Transport and store liquor products in such a professional manner that no deception or neglect of duty occurs</li></ul>
Assessment Criteria	<p>The integrated outcome requirement of this UoC is the ability to:</p> <ul style="list-style-type: none"><li>• Perform the tasks of transporting and storing liquor products safely according to the handling procedures and guidelines established by the organization so as to ensure smooth operation of liquor retail business.</li></ul>
Remark	