

Specification of Competency Standards
for the Retail Industry
Unit of Competency

Functional Area - Purchasing and Logistics Management

Title	Warehouse space utilization and layout planning
Code	104985L5
Description	This unit of competency (UoC) is applicable to staff responsible for warehouse space planning in the retail industry. It covers the abilities to plan and design, to take full consideration of the organization's requirements for warehouse space (e.g. seasonal factor, nature of products, etc.) and plan warehouse space and layout effectively, providing sufficient space for storage of goods and a safe working environment for staff.
Level	5
Credit	3 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Knowledge of warehouse storage space planning</p> <ul style="list-style-type: none"> • Understand the organization's business policies and operation strategies • Understand the purpose and principle of warehouse management • Master various methods and techniques for warehouse design • Master factors of consideration for warehouse storage space measurement and layout design, e.g.: <ul style="list-style-type: none"> ○ The enterprise's work specifications and quality ○ Inventory specifications of manufacturers and suppliers ○ Operating procedures and policies at workplace ○ Safety requirements for raw materials ○ Safety of working environment ○ Requirements of purchasing, commodity or other operating units • Understand the legal norm, criteria, etc. related to warehouse design <p>2. Planning and design warehouse storage space</p> <ul style="list-style-type: none"> • Cooperate with related business departments and collect information required for warehouse storage space planning, including: <ul style="list-style-type: none"> ○ Floor plan of warehouse, storage racking system, storage zone, usable space of floor height, etc. ○ Safety standards and legal requirements ○ Product type and special requirements (e.g. temperature, humidity, refrigeration, etc.) ○ Product size, volume ○ Number of days of storage ○ Operating time of warehouse and goods delivery , shifts of operation, number of staff ○ Special equipment and instruments (e.g. forklift) ○ Number/frequency and quantity of deliveries • After analyzing and assessing related data, design goods storage zone that fulfils the needs of the organization <ul style="list-style-type: none"> ○ Individual space requirements for organizing goods and storing goods ○ Space requirements for receiving goods, unloading, inspection operation and staging area ○ Space requirements for temporary storage of deliveries and loading ○ Space for the automation system of facilities ○ Space for staff facilities ○ Sufficient space for the operation of warehouse facilities

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	<ul style="list-style-type: none"> ○ Balance the quantity of goods to be handled in different areas to avoid crowded or bottleneck condition ○ Place goods to be collected first near the loading and unloading area in order to save time ○ Utilize storage space effectively, and cater to the special requirements of regular and seasonal inventory ○ Warehouse storage space must fulfil related legal requirements, e.g. fire safety requirements ● Regularly review warehouse storage space utilization, including: <ul style="list-style-type: none"> ○ Appropriateness of storage locations for fast and slow moving stocks ○ Sufficiency of the remaining space of the warehouse ○ Frequency of maintenance and cleaning ● Formulate a monitoring and report mechanism to ensure that the warehouse storage space planning meets the established objectives, and conduct regular reviews to provide improvement suggestions <p>3. Exhibit professionalism</p> <ul style="list-style-type: none"> ● Ensure that the warehouse storage space planning fulfils related legal requirements, and provides a safe working environment for staff
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none"> ● Collect information required for warehouse storage space and layout planning, and plan and design warehouse storage space according to the organization's operating strategies and regulations related to inventory; and ● Regularly review and analyze warehouse storage space planning and design and give improvement suggestions.
Remark	