

**Specification of Competency Standards**  
**for the Retail Industry**  
**Unit of Competency**

Functional Area - Purchasing and Logistics Management

Title	Manage logistics equipment
Code	104986L5
Description	This unit of competency (UoC) is applicable to staff responsible for warehouse planning in the retail industry. It covers the abilities to plan, design and manage, and to select appropriate logistics equipment by factors like daily warehouse operation needs, commodity type, storage method, etc.
Level	5
Credit	3 ( For Reference Only )
Competency	<p>Performance Requirements</p> <p>1. Knowledge of warehouse equipment</p> <ul style="list-style-type: none"> <li>• Master the organization’s established logistics procedures and processes</li> <li>• Understand the organization’s business operation strategies</li> <li>• Understand the principle and purpose of warehouse management</li> <li>• Understand the organization’s policies on selection and replacement of facilities</li> <li>• Master functions of various kinds of equipment and instruments for transporting warehouse materials, e.g.: <ul style="list-style-type: none"> <li>○ Stacker type forklift trucks</li> <li>○ Forklift (manual or automatic)</li> <li>○ Conveyor belt</li> <li>○ Different types of storage racking equipment</li> <li>○ Handcart, trolley</li> <li>○ Pallets ( plastic made, wooden, foldable roll containers, logistics containers )</li> </ul> </li> <li>• Master the environment of warehouse operation and types of items stored</li> <li>• Understand occupational safety and health regulations, e.g.: <ul style="list-style-type: none"> <li>○ Safety regulations for storage</li> <li>○ Weight limits of equipment</li> <li>○ Safe operating procedures</li> <li>○ Personal protective equipment, etc.</li> <li>○ Qualifications requirements for operators and certificates required</li> </ul> </li> </ul> <p>2. Manage logistics equipment</p> <ul style="list-style-type: none"> <li>• Communicate and cooperate with business department, and master information of the daily warehouse operation, including: <ul style="list-style-type: none"> <li>○ Floor plan of warehouse</li> <li>○ Means of transporting goods</li> <li>○ Usage of handling equipment</li> <li>○ Weather effects on equipment</li> </ul> </li> <li>• After analyzing and assessing related data, select appropriate instruments and equipment in accordance with the organization’s selection criteria <ul style="list-style-type: none"> <li>○ Technical requirements for equipment operation</li> <li>○ Type of goods</li> <li>○ Safe working environment</li> <li>○ Mechanization or automation</li> <li>○ Cost effectiveness</li> <li>○ Specifications of equipment, reparability</li> <li>○ Cater to future operation needs, etc.</li> </ul> </li> </ul>

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	<ul style="list-style-type: none"> <li>• Submit purchase selection reports to related departments for them to make purchases instruments and equipment in accordance with the organization's established purchasing procedures</li> <li>• Request for information such as operation and maintenance manuals from manufacturers of equipment and instruments and formulate operation and maintenance guidelines and procedures in accordance with the requirements of the organization and safety related legal requirements</li> <li>• Let the related operating staff understand the organization's established guidelines and code of practice for the operation and maintenance of equipment and instruments through effective communication channels</li> <li>• Monitor and inspect the daily operation of equipment and instruments and their stability, and provide suggestions for maintenance and replacement when necessary</li> </ul> <p>3. Exhibit professionalism</p> <ul style="list-style-type: none"> <li>• Ensure that the selected equipment and instruments fulfil related safety legal requirements</li> </ul>
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none"> <li>• Analyze daily warehouse operation needs and select instruments and equipment that cater to the organization's business needs in accordance with the organization's selection criteria; and</li> <li>• Formulate safety operation guidelines and maintenance procedures for the operation of equipment and instruments, let the related operating staff have a clear understanding of the related code of practice and guidelines through effective communication channels, and monitor and inspect the daily operation of equipment and instruments.</li> </ul>
Remark	