

Specification of Competency Standards
for the Retail Industry
Unit of Competency

Functional Area - Supply Chain Management

Title	Receive goods for storage
Code	111298L1
Range	This unit of competency (UoC) is applicable in distribution centres or warehouses of the retail industry. Practitioners have the ability to receive and take record of goods according to the procedures of the organisation in predictable and regular situations.
Level	1
Credit	3 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Understand the knowledge of handling goods</p> <ul style="list-style-type: none"> • Understand the policies and procedures of the organisation for storing goods • Understand the documents for receiving goods • Know about the inventory mechanism of the organisation • Understand the infrastructure of distribution centre or warehouse • Understand the storage procedures for goods received • Understand the storage requirements of goods to be stored, including: <ul style="list-style-type: none"> ○ Temperature ○ Lighting ○ Fragility ○ Humidity ○ Handling of dangerous goods (e.g. alcoholic goods, LPG goods)First-in first-out or other methods ○ Security • Understand taxable goods (e.g. goods need to be taxed upon withdrawal) • Understand the occupational safety and health guidelines of the organisation <p>2. Receive goods for storage</p> <ul style="list-style-type: none"> • Check the shipping document and cross check the order code, description, quantity, packing specifications, etc. with the purchase record • Check the readability of the bar code (or other scannable labels) • Discharge the goods and inspect them for damage • Take appropriate steps to handle damaged goods e.g.: <ul style="list-style-type: none"> ○ Separating the damaged goods from the intact ones ○ Notifying the supplier ○ Preparing a notification for returning goods ○ Arranging transportation ○ Notifying a claim adjuster, if necessary, for a third party record • Store goods received according to the procedures of the organisation and the storage requirements for the labels, temperature, humidity, safety, storage location, etc. • Update the inventory record according to the procedures of the organisation • Save and maintain all documents related to the goods received according to the procedures of the organisation <p>3. Exhibit professionalism</p> <ul style="list-style-type: none"> • Receive goods for storage according to relevant occupational safety and health regulations and guidelines • Prevent any malpractice, such as theft

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Assessment Criteria	The integrated outcome requirements of this UoC are the abilities to: <ul style="list-style-type: none">• Check the documents and complete necessary procedures for storing goods according to the procedures of the organisation; and• Record information on goods stored and make sure the inventory record is correct.
Remark	This UoC is adopted from 104957L1.