

OVERSEE WAREHOUSING OF PROCURED GOODS
UNIT CODE: BUS/OS/SC/CR/02/6/A

Unit Description

This unit specifies the competencies required to store procured goods. It involves receiving, arranging, handling stock taking and control as well as ensuring safety and security of procured goods.

ELEMENTS AND PERFORMANCE CRITERIA

<p>ELEMENT <i>These describe the key outcomes which make up workplace function</i></p>	<p>PERFORMANCE CRITERIA <i>These are assessable statements which specify the required level of performance for each of the elements.</i> <i>Bold and italicized terms are elaborated in the Range</i></p>
<p>1. Design/ layout a store / warehouse</p>	<p>1.1 Warehouse/store is designed based on nature of goods to be handled and available space. 1.2 Warehouse/store is laid out based on nature of goods to be handled.</p>
<p>2. Maintain layout of goods in the store</p>	<p>2.1 <i>Goods are classified</i> based their storage requirements. 2.2 Goods are arranged in the store based on their categorization.</p>

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	<p>2.3 Stores cleanliness and tidiness are maintained in accordance workplace policy</p> <p>2.4 Required storage and materials handling equipment is identified and used appropriately</p>
<p>3. Maintain records of stored goods</p>	<p>3.1 Procured goods are recorded in respective stores ledgers as per standards operating procedures.</p> <p>3.2 Registers for the ledgers are prepared as per standards operating procedures.</p> <p>3.3 <i>Delivery documents</i> are filed as per standards operating procedures.</p>
<p>4. Maintain quality of stored goods</p>	<p>4.1 <i>Storage pests</i> are controlled based on infestation as per standard operating procedures.</p> <p>4.2 Goods are stored based on their <i>storage requirements</i></p>

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	<p>4.3 Stored goods are utilized/issued based on weighted average and FIFO and LIFO principles.</p> <p>4.4 Stored goods are secured from adulteration as per workplace policy.</p> <p>4.5 Store is maintained as per <i>legal requirements</i></p>
<p>5. Maintain optimum stock levels</p>	<p>5.1 Ordering for goods is done with due consideration to available storage space as per standards operation procedures.</p> <p>5.2 Stock control is done to ensure optimum stock levels are maintained as per workplace policy.</p> <p>5.3 Stock taking is done regularly to ensure records tally with physical stock as per standards operation procedures.</p>

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	5.4 Stock verification is done regularly to establish efficiency stores record management. 5.5 Demand forecasting methods are identified
6. Secure stored goods	6.1 High value goods are stored in locked cages within the stores as per standards operation procedures. 6.2 Stores are built of strong walls and reinforced roofs as per standards operation procedures. 6.3 Stores are locked up at all times as per workplace policy and standards operation procedures. 6.4 Stores are physically watched at all times as per workplace policy and standards operation procedures. 6.5 Stores watchmen are vetted as per workplace policy and standards operation procedures.

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	6.6 <i>Security surveillance systems</i> are monitored as per workplace policy. 6.7 Risk of theft of stored goods is assessed and mitigation measures put in place as per workplace policy.

RANGE

This section provides work environments and conditions to which the performance criteria apply. It allows for different work environments and situations that will affect performance.

Variables	Range
1. Goods are classified	1.1 Value 1.2 Perishability 1.3 Activity based classification 1.4 Flammability 1.5 Strength
2. Delivery documents	May include but not limited to: 2.1 Copy of contract agreement 2.2 Copy of LPO 2.3 Copy of invoice

Variables	Range
	2.4 Copy of delivery note 2.5 Copy of inspection report 2.6 Copy of payment voucher
3. Storage condition requirements	May include but not limited to: 3.1 Refrigeration 3.2 Dry place 3.3 Humidity 3.4 Ventilation 3.5 Darkness 3.6 Lightness
4. Storage pests	4.1 Rodents 4.2 Insects
5. Storage requirements	5.1 Cold dry place 5.2 Dry place 5.3 Humid conditions 5.4 Moist conditions 5.5 Ventilated 5.6 Dark 5.7 Manufacturers' instructions
6. Legal requirements	6.1 OSHA 6.2 Factories Act 6.3 Employment Act 6.4 EMCA 1999 6.5 Public Health Cap 242

Variables	Range
7. Security surveillance systems	7.1 CCTV 7.2 Alarms 7.3 Clock in cards

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit of competency.

Required Skills

The individual needs to demonstrate the following skills:

- Organizing skills
- Analytical skills
- Negotiation skills
- Interpersonal skills
- Communication skills
- Evaluation skills
- Record keeping skills
- Critical thinking
- Risk assessment and management

Required Knowledge

The individual needs to demonstrate knowledge of:

- Receiving goods
- Storage conditions for various goods
- Stores handling methods

- Risk assessment and management
- Control of storage pests
- Stores records management
- Security surveillance systems
- Stock taking
- Stock verification
- Stock utilization
- Stock control
- Stores security
- Stacking methods
- Storage methods

EVIDENCE GUIDE

This provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge and range.

<p>1. Critical aspects of competency</p>	<p>Assessment requires evidence that the candidate:</p> <p>1.1 Designed/laid out warehouse/store appropriately</p> <p>1.2 Demonstrated knowledge of warehouse design and layout</p> <p>1.3 Considered good storage requirements in their classification</p> <p>1.4 Arranged stored goods based on</p>
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	<p>their categorization.</p> <p>1.5 Maintained stores cleanliness and tidiness</p> <p>1.6 Demonstrated knowledge of storage pests control</p> <p>1.7 Observed FIFO and LIFO principles in the issuance of stored goods</p> <p>1.8 Secured Stored goods from adulteration</p> <p>1.9 Demonstrated knowledge of legal requirements related to warehousing.</p> <p>1.10 Demonstrated understanding of relationship between storage space and stock level</p> <p>1.11 Regularly took stock and updated stock control records.</p> <p>1.12 Stored high value goods under locked cages</p> <p>1.13 Demonstrated understanding of structural design of stores</p> <p>1.14 Demonstrated understanding of the significance of safety and security of warehouses</p> <p>1.15 Demonstrated understanding of risk assessment and mitigation measures</p>
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<p>2. Resource Implications</p>	<p>The following resources must be provided:</p> <p>2.1 A functional procurement unit</p> <p>2.2 A functional procurement entity with a warehouse</p>
<p>3. Methods of Assessment</p>	<p>Competency may be assessed through:</p> <p>3.1 Written tests</p> <p>3.2 Third party reports</p> <p>3.3 Oral questioning</p> <p>3.4 Interview</p> <p>3.5 Observation</p>
<p>4. Context of Assessment</p>	<p>Assessment could be conducted:</p> <p>4.1 On-the-job</p> <p>4.2 Off-the-job</p> <p>4.3 During industrial attachment</p>
<p>5. Guidance information for assessment</p>	<p>Holistic assessment with related units in the sector</p>