

Specification of Competency Standards
for the Logistics Industry
Unit of Competency

Functional Area - Cargo Transport and Handling

Title	Organise stocks
Code	LOCUCT209B
Range	This unit of competency is applicable to logistics service providers. Practitioners should be able to apply knowledge of inventory control to maintain stocks. All activities should be performed with reference to relevant operating procedures, inventory management policies and procedures, and safety guidelines.
Level	2
Credit	3 (For Reference Only)
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> 1. Possess the knowledge of inventory control <ul style="list-style-type: none"> • Understand the procedure of receipt and delivery of goods • Know about the company policy and procedures • Know about quality standard and key performance indicator set up by the company • Know about the control of stock level • Know about the distribution and reorder cycle • Know about the nature of each type of cargo and the safety guidelines 2. Handle receipt and delivery of goods <ul style="list-style-type: none"> • Co-ordinate the activities of receipt and delivery of goods with relevant personnel • Implement inventory policies and procedures • Follow inventory management procedures to complete required documentation • Inspect incoming goods in terms of quantity and quality with reference to inventory management procedures • Handle quality and quantity discrepancies of goods • Handle and store goods • Update WMS about goods location and other details as per procedure 3. Organise stock records <ul style="list-style-type: none"> • Monitor and maintain stock levels and keep any cargo damage records • Maintain, monitor and adjust stock reorder cycles • Report stock records and reorders information to relevant personnel • Maintain stock movement records • Record stock discrepancies and follow procedures • Monitor stock performance, and report fast and slow moving items 4. Handle stock take <ul style="list-style-type: none"> • Apply inventory policies and procedures to stock-taking activities • Effectively allocate team members to complete task • Complete stock taking task within the required time schedule • Report irregularity report • Generate reports on stock-taking data 5. Identify stock losses <ul style="list-style-type: none"> • Identify stock losses against records • Identify the root cause of the losses and report • Identify avoidable losses and provide justifications

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	<ul style="list-style-type: none"> • Implement possible solutions to avoid stock losses • Update procedure accordingly <p>6. Process orders</p> <ul style="list-style-type: none"> • Process and raise orders for stock • Monitor ordering and recording systems • Ensure availability of sample range in accordance with buying plan • Record and file negotiated purchase and supply agreements <p>7. Follow up orders</p> <ul style="list-style-type: none"> • Ensure delivery processes meet predetermined deadlines • Handle supply problems; where appropriate, refer to relevant personnel • Follow up with buyers, suppliers, and transport operators to ensure smooth delivery
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> • Capable of performing the duties of receipt, delivery and secure storage of goods in accordance with inventory management procedure; • Capable of monitoring stock levels, movement and reorder cycles on a regular basis; • Capable of organising and co-ordinating stock take; and • Capable of handling orders processes
Remark	