SFLWS26 - SQA Unit Code F5VF 04
SfL26 Place goods in storage

Overview

What this standard is about
This standard is about placing goods into storage in a logistics facility in order to maximise space, improve distribution and reduce risks. It deals with identifying appropriate locations for the size, weight or type of goods including usage or turnover.

Who this standard is for
This standard is relevant to all operatives at every level in logistics operations. Operatives could, for example, be working in warehousing and storage, transport, or freight forwarding

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Performance criteria

You must be able to:

P1 locate the goods to be stored and check them against the relevant information
P2 confirm the area to be used for storage, and ensure it is suitably prepared to receive the goods
P3 identify any health, safety, and environmental issues relating to the goods to be stored
P4 identify any **storage conditions** relating to the goods
P5 handle goods using the correct **handling methods** and **equipment**
P6 place goods into storage in accordance with operational and organisational procedures for safety, space utilisation, and distribution requirements
P7 identify any monitoring and storage arrangements for the goods, and record and communicate these arrangements to the appropriate people
P8 identify any **problems with storing goods**, and take the appropriate action to deal with them
P9 record work according to organisational procedures
P10 comply with the organisation's procedures and all relevant **legal, safety and operating requirements** relating to placing goods into storage

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Knowledge and understanding

You need to know and understand:

K1 types of goods being stored
K2 how to obtain information relating to the goods to be stored
K3 areas used for storing specific goods
K4 importance of preparation of storage areas, including cleaning, tidying, and clearing obstructions
K5 storage conditions relating to the different types of goods
K6 types of **equipment** and facilities that may be required for the storage of goods
K7 **handling methods** for different types of goods
K8 importance of positioning goods in storage for further use and to prevent damage
K9 health, safety, and security issues relevant to the storage of goods
K10 types of problem found with different types of goods
K11 how to use and update **stock control systems**
K12 roles and responsibilities of different **colleagues**
K13 the relevant **legal, safety and operating requirements** relating to placing goods into storage

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Additional Information

Glossary

1. **Storage conditions:** ambient, chilled, dry, outdoors, indoors, ventilated, segregated, restricted access
2. **Handling methods:** manual, mechanical, gravity
3. **Stock control systems:** manual, computerised, warehouse management systems, radio frequency
4. **Colleagues:** permanent, temporary, agency staff
5. **legal, safety and operating requirements** safety regulations, codes of practice, load restrictions, working time directive, transport regulations
6. **Equipment:** tools, implements, machinery, lifts, conveyors, cranes, mechanical/manual, PPE
7. **Problems with storing goods:** size, weight, quantity, location, access, stock turnover

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