
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

SFLWS26 - SQA Unit Code H540 04

SfL26 Place goods in storage

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

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

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

SFLWS26 - SQA Unit Code H540 04

SfL26 Place goods in storage

Developed by Skills for Logistics

Version number 1

Date approved February 2010

Indicative review date September 2013

Validity Current

Status Original

Originating organisation Skills for Logistics

Original URN NSfL26

Relevant occupations Environmental conservation; Transportation operations and maintenance; Retailing and wholesaling; Warehouse and distribution; Managers in Distribution, Storage and Retail; General; Skilled Trades Occupations; Transport Drivers and Operatives; Elementary Goods Storage Occupations; Arts, Media and Publishing; Librarians and Related Professionals; Crafts, creative arts and design; Quality and Customer Care Managers; Artistic and Literary Occupations; Customer Service Occupations;

Suite Warehousing and Storage; Cultural & Heritage Venue Operations;

Key words Place, Locate, Position, goods, materials, storage; venue;