

SSR.B201 - SQA Unit Code HA96 04

Prepare to receive deliveries in a retail environment



Overview

This standard is about preparing to receive deliveries of goods and materials. This involves checking the receiving and storage areas, the handling equipment and the relevant paperwork.

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Performance criteria

- You must be able to:*
- P1 identify accurately the quantity and nature of the items that are expected and the storage space needed
 - P2 check accurately the storage space that is available and promptly report any shortage to the right person
 - P3 check that the receiving area is clean, tidy and free from obstructions and dangers
 - P4 check that the handling equipment you need is available and is in good working order
 - P5 check that the relevant paperwork is complete, accurate and up-to-date

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Knowledge and understanding

You need to know and understand:

- K1 why you need to prepare thoroughly to receive deliveries
- K2 the information you need about the quantity and nature of deliveries, and how to access and interpret this information
- K3 how to identify the quantity and type of storage space needed, and how to check if this is available
- K4 who to tell about any shortage of storage space, and why you should do so promptly
- K5 company procedures for receiving deliveries
- K6 why accurate, complete and up-to-date paperwork is needed, and the possible consequences of not having this
- K7 the paperwork you must check and how to identify problems with it
- K8 legal and company requirements for maintaining security and safety during deliveries, and how these relate to the preparations you are required to make

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Additional Information

[Links to other](#)

SSR.B202 Receive deliveries into storage in a retail environment

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Suite Retail

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