
Overview

What this standard is about

This standard is about picking goods ready for dispatch or to assemble orders. It deals with identifying the goods, being aware of potential problems and the use of appropriate picking equipment.

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

Performance criteria

You must be able to:

- P1 obtain the relevant information required for picking the goods
- P2 locate all the required goods in the storage areas
- P3 apply the picking methods specified by the organisation for the type of goods and size of orders
- P4 use the picking **equipment** effectively
- P5 place the goods into the appropriate **receptacles** or onto pallets
- P6 position the picked goods ready for assembling orders
- P7 identify any **problems with picking goods**, and take the appropriate action to deal with them
- P8 record work according to organisational procedures
- P9 comply with the organisation's procedures and all relevant **legal, safety and operating requirements** relating to picking goods

Knowledge and understanding

You need to know and understand:

- K1 **stock recording systems**
- K2 nature and characteristics of the goods being picked
- K3 picking methods that can be used for different types of storage situation
- K4 types of **equipment** available for use in picking goods
- K5 handling methods for different types of goods
- K6 types of problem arising from picking goods
- K7 role and responsibilities of different **colleagues**
- K8 the relevant **legal, safety and operating requirements** relating to picking goods

Additional Information

Glossary

1. **Receptacles:** containers, boxes, crates, bags, bins, barrels, drums, tubes, sacks
2. **Problems with picking goods:** identification, location, weight, size, quantity, accessibility
3. **Equipment:** tools, implements, machinery, lifts, conveyors, cranes, mechanical/manual, PPE
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. **Stock recording systems:** manual, computerised, warehouse management systems, radio frequency

SFLWS20 H2CM 04

SfL20 Pick Goods

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 NSfL20

Relevant occupations Transportation operations and maintenance; Retailing and wholesaling; Warehouse and distribution; Managers in Distribution, Storage and Retail; General; Skilled Trades Occupations; Plant and Machine Operatives; Transport Drivers and Operatives; Elementary Goods Storage Occupations; Transport Associate Professionals

Suite Warehousing and Storage

Key words Pick, Goods, Select, Handle