
Overview

What this standard is about

This standard is about receiving goods into logistic facilities. It deals with ensuring the correct goods are received and are handled safely, ensuring any risks are identified and that records are kept up-to-date.

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

SFLWS25 - H2CS 04

SfL25 Receive goods

Performance criteria

- You must be able to:*
- P1 check that the goods being received match the specifications provided in the information
 - P2 ensure the area used to receive the goods is clean and free of obstructions and hazards
 - P3 ensure that vehicles are safe and secure before unloading from them
 - P4 handle goods using the correct **handling methods** and moving **equipment**
 - P5 ensure that any moving **equipment** used is operated correctly and safely in accordance with organizational procedures
 - P6 ensure that goods are unloaded safely in accordance with storage requirements
 - P7 identify any health, safety, and security issues relating to the goods, and make provision for them in accordance with organisational procedures
 - P8 identify any problems with receiving the 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 receiving goods

SFLWS25 - H2CS 04

SfL25 Receive goods

Knowledge and understanding

You need to know and understand:

- K1 sources and types of information for the goods being received, including information relevant to health, safety, and environmental factors
- K2 characteristics and special requirements of the goods being received
- K3 organisational procedures relevant to the goods being received
- K4 **equipment** and facilities required in the area to receive goods
- K5 vehicle safety and security during unloading
- K6 handling methods for different types of goods
- K7 methods of safely unloading vehicles
- K8 health, safety, and environmental issues relevant to the storage of goods
- K9 types of problem arising from receiving goods
- K10 how to use and update **stock control systems**
- K11 roles and responsibilities of different **colleagues**
- K12 the relevant **legal, safety and operating requirements** relating to receiving goods

Additional Information

Glossary

1. **Handling methods:** manual, mechanical, gravity
2. **Stock control systems:** manual, computerised, warehouse management systems, radio frequency
3. **Colleagues:** permanent, temporary, agency staff
4. **legal, safety and operating requirements** safety regulations, codes of practice, load restrictions, working time directive, transport regulations
5. **Equipment:** tools, implements, machinery, lifts, conveyors, cranes, mechanical/manual, PPE

SFLWS25 - H2CS 04

SfL25 Receive goods

Developed by	Skills for Logistics
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Originating organisation	Skills for Logistics
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Original URN	NSfL25
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Relevant occupations	Environmental conservation; Transportation operations and maintenance; Retailing and wholesaling; Warehouse and distribution; Managers in Distribution, Storage and Retail; General; Skilled Trades Occupations; Vehicle Trades; Transport Drivers and Operatives; Elementary Goods Storage Occupations; Transport Associate Professionals; Paper and wood machine operatives; Sales and related occupations NEC; Other goods handling and storage occupations NEC
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Suite	Warehousing and Storage; Wood Merchants
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