

SFLWS30 - H2CY 04

SfL30 Assemble orders for dispatch



Overview

What this standard is about

This standard is about assembling goods and making them ready for dispatch to customers. It deals with identifying the goods, any problems with goods or special instructions affecting delivery.

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 relating to the assembly of orders for dispatch
- P2 check specifications and identify any health, safety, and environmental issues relevant to the assembly and dispatch of orders
- P3 schedule the dispatch of the goods according to the agreed work instructions
- P4 ensure the area used to dispatch the goods is clean and clear of obstructions and hazards
- P5 identify the position of the required goods
- P6 ensure that goods are in stock and accessible so that they can be dispatched
- P7 identify any special loading or transportation requirements relating to the assembly of orders
- P8 check and confirm any requirements to maintain the condition of the goods while the order is being assembled
- P9 assemble the orders with the correct type and quantity of goods
- P10 identify any **problems with assembling orders**, and take the appropriate action to deal with them
- P11 record work according to organisational procedures
- P12 comply with the organisation's procedures and all relevant **legal, safety and operating requirements** relating to the assembly of orders for dispatch

Knowledge and understanding

You need to know and understand:

- K1 nature and characteristics of the goods in the order being assembled
- K2 information required to identify specifications and order requirements
- K3 how to schedule the dispatch of goods
- K4 **stock recording systems**
- K5 restrictions relating to the dispatching of goods
- K6 types of **equipment**, facilities and handling methods
- K7 health, safety, and security issues relevant to the assembly of orders
- K8 types of problem arising from assembling orders
- K9 roles and responsibilities of different **colleagues**
- K10 the relevant **legal, safety and operating requirements** relating to the assembly of orders for dispatch

Additional Information

Glossary

1. **Stock recording systems:** manual, computerised, warehouse management systems, radio frequency
2. **Problems with assembling orders:** identification of stock, stock quantities, damaged stock, packing materials, documentation
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

SFLWS30 - H2CY 04

SfL30 Assemble orders for dispatch

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 NSfL30

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; Transport Associate Professionals

Suite Warehousing and Storage

Key words Assemble, Gather, Orders, Demands, dispatch, forward, forwarding