

SFLWS33 - H2D2 04

SfL33 Monitor the receipt, storage, or dispatch of goods



Overview

What this standard is about

This standard is about monitoring the areas and processes for receipt, storage and dispatch of goods. It deals with ensuring that the correct equipment is used, areas are safe and appropriate for the receipt of goods, and that information in relation to monitoring the receipt, storage or dispatch of goods is communicated.

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

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Performance criteria

You must be able to:

- P1 check the quality and quantity of the goods being received, stored or dispatched
- P2 check the storage conditions and **equipment** required to receive, store and dispatch the goods
- P3 identify appropriate areas for receiving, storing, or dispatching goods
- P4 organise the movement or rotation of goods to assist receiving, storing or dispatching goods
- P5 identify **equipment** requirements to be used for the receipt, storage or dispatch of goods
- P6 use the organisation's **resources** effectively to monitor the receipt, storage and dispatch of goods
- P7 provide information on the goods and their requirements to all relevant people using appropriate **communication methods**
- P8 identify health, safety and security issues relating to monitoring of the goods
- P9 identify any problems with monitoring the goods, and take the appropriate action to deal with them
- P10 record work according to organisational procedures
- P11 comply with the organisation's procedures and all relevant **legal, safety and operating requirements** relating to monitor the receipt, storage or dispatch of goods

Knowledge and understanding

You need to know and understand:

- K1 sources of information on the capacity and limitations of a storage facility
- K2 types of goods to be received, stored, or dispatched
- K3 storage areas relevant to the type of goods to be received, stored, or dispatched
- K4 special requirements relating to the receipt, storage, or dispatch of goods
- K5 monitoring and testing systems and procedures
- K6 methods of stock rotation and movement
- K7 resources available in the organisation
- K8 types of problem arising from managing the processing of goods
- K9 roles and responsibilities of different **colleagues**
- K10 the relevant **legal, safety and operating requirements** relating to monitor the receipt, storage or dispatch of goods

Additional Information

Glossary

1. **Resources:** stock control system, warehouse management systems, documentation, stock check records
2. **Communication methods:** verbal, written, electronic
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

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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

Suite Warehousing and Storage

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