

Unit PSSPO101-5 Receive, store and dispatch cargo(SQA Unit Code H77J 04)

Performance Criteria

You must be able to

Receive, store and dispatch cargo

1. collate all required documentation for cargo being received / stored /despatched, and confirm that it is complete and correct, referring any discrepancies to the responsible person
2. ensure that there is adequate and appropriate storage area and capacity available for cargo being delivered / despatched, and that loading arrangements are appropriate and available
3. ensure cargo is located and positioned safely before work to load / unload begins
4. store cargo in areas suited to the type, characteristics and quantity of cargo to be stored, and you meet any particular customer requirements fully wherever possible unless agreed otherwise with the responsible person
5. ensure cargo is stored such that it can be accessed readily and is not obstructing other normal operations
6. ensure handling equipment used in loading / unloading is operated Safely in accordance with standard operating procedures
7. check consignments received against order and delivery documentation to confirm that the quality, quantity and condition of the cargo is acceptable, identifying and referring any discrepancies
8. maintain records relating to the receipt / storage / despatch of cargo, ensuring that these are up to date and complete
9. monitor the condition of stored cargo regularly, recording and reporting any damage or deterioration in its condition
10. ensure that any racking and shelving is in good condition and is suited for storing the cargo being stored, reporting any difficulties to the responsible person
11. ensure working areas are kept clean, tidy and free from obstructions and **hazards**

Knowledge and understanding

You need to know and understand

1. the legal responsibilities for maintaining own and others' health and safety in the workplace
2. the requirements placed upon the individual and the organisation by current legislation, **relevant to cargo handling** in own area of operations
3. current industry guidance **relevant to cargo handling** in own area of operations
4. own organisation's policies, procedures and working practices **relevant to cargo handling**
5. the operating procedures, capabilities (including manoeuvring characteristics) and limitations of the types of equipment within own area of operations
6. why it is important to report any faults defects prior to commencing operations

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7. the organisational procedures for reporting and documenting equipment faults, tests and checks
8. the implications of operating equipment that is unsafe or that has been serviced poorly
9. the principal characteristics of the main types of cargo, and the associated **hazards**
10. the classes of dangerous goods under and the relevant markings current regulations/code(s)
11. the principal methods for storing cargo, and the factors to be taken into account when selecting the correct methods, including safe heights, stability requirements and any need for segregation
12. the implications regarding receiving incomplete or damaged cargo
13. the organisation's loading priorities and operating schedules
14. how to apply the organisation's systems for recording cargo received and despatched
15. the organisation's procedures for checking cargo

Scope

Requirements relevant to cargo handling should include: dry and liquid bulk, cargo transport unit, roll-on/roll-off

Glossary

Hazard: something with potential to cause harm

Risk: a risk is the likelihood of the hazard's potential being realised