

SSR.B202 - SQA Unit Code HA97 04

Receive deliveries into storage in a retail environment



Overview

This standard is about checking deliveries, refusing them if they are faulty and updating the stock control system and relevant paperwork. It does not involve physically moving deliveries into storage.

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Performance criteria

- You must be able to:*
- P1 check that the type, quantity and quality of items delivered are acceptable
 - P2 follow company procedures and policies for refusing faulty deliveries
 - P3 record any refusals accurately and tell the right person about them promptly
 - P4 check deliveries using methods that are safe and hygienic and that protect the items from damage
 - P5 allow deliveries to be off-loaded only into the right areas
 - P6 update stock control systems promptly, fully and accurately
 - P7 follow legal and company requirements for maintaining security and safety while receiving deliveries

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Knowledge and understanding

You need to know and understand:

- K1 the handling equipment you need, where to find it and how to use it
- K2 how to recognise faulty equipment
- K3 who to tell about any faulty equipment that you are not responsible for fixing
- K4 why you must handle goods safely and hygienically, and how to do so
- K5 why you must handle goods without damaging them, and how to do so
- K6 where deliveries should be off-loaded
- K7 legal and company requirements for maintaining security and safety while receiving deliveries

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Additional Information

[Links to other](#)

SSR.B201 Prepare to receive deliveries in a retail environment

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Suite Retail

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