
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 - SQA Code HD4K 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

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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

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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

The candidate and assessor must only sign below when all Performance Criteria and Knowledge points have been met.

Unit assessed as being complete

Candidate's Name:	
Candidate's Signature:	
Date submitted to assessor as complete:	

Assessor's Name:	
Assessor's Signature:	
Date assessed as complete:	

Internal Verification —

to be completed in accordance with centre's IV strategy

Evidence for this Unit was sampled on the following date/s:	IV's Signature	IV's Name

This Unit has been subject to an admin check in keeping with the centre's IV strategy.

Date of admin check	IV's Signature	IV's Name

Unit completion confirmed

IV's Name:	
IV's Signature:	
Date complete:	