
Overview

What this standard is about

This standard is about wrapping or packing goods as part of the logistics operation. For this standard wrapping and packing may also cover re-packaging goods which have to be bundled together or split down before onward shipping. You will need to identify the goods, the correct method and materials for wrapping or packing to safeguard the goods during transportation or storage.

You will need to ensure the wrapped and packaged goods are labelled and deal with any issues or problems which may arise during the process.

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:

1. Check that the goods being wrapped or packed match the specifications in the information provided for the goods
2. Schedule the wrapping or packing of the goods according to the agreed work instructions
3. Protect the goods from damage while they are being wrapped or packed
4. Use tools and operate **equipment** in accordance with organisational procedures
5. Wrap or pack the goods using the correct type and quantity of packing materials, and minimise any wastage
6. Label or reliable the packages with the correct information for further action
7. Dispose of waste materials in accordance with organisational procedures
8. Identify any problems with wrapping or packing the goods, and take the appropriate action to deal with them
9. Contact the appropriate supervisor or senior colleague if unable to resolve identified problems
10. Record work according to organisational procedures
11. Comply with the organisation's procedures and all relevant legal, health and safety and operating requirements relating to wrapping or packing of goods

Knowledge and understanding

You need to know and understand:

1. Sources and types of information on the goods being wrapped or packed, including information relevant to health, safety, and environmental factors
2. How to schedule the wrapping or packaging of goods to meet work instructions and customer requirements
3. Types of wrapping or packing material, and what they are used for
4. Tools and **equipment** to use when wrapping or packing
5. How to wrap or pack different types of goods without damaging them
6. The importance of relabeling wrapped or packaged goods
7. How to keep wastage of wrapping or packing materials to a minimum
8. The correct methods of disposal for different types of waste including ways in which waste could be recycled
9. Types of problem arising from wrapping or packing goods including health, safety and security issues
10. Role and responsibilities of different **colleagues** in wrapping or packaging of goods
11. Your responsibility under relevant **health and safety, legal and operating requirements** relating to wrapping or packing of goods

Glossary

Equipment: tools, implements, machinery, lifts, conveyors, cranes, mechanical/manual, Personnel Protective Equipment

Colleagues: permanent, temporary, agency staff

Health and safety, legal and operating requirements: safety regulations, codes of practice, load restrictions, working time directive, transport regulations

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