

SFLLO37 – SQA Unit Code J2LA 04

Optimise the use of logistics resources



Overview

This standard is about optimising the use of logistics resources, including identifying the appropriate resources, and planning how to use them. It also includes monitoring resource use to improve performance. This could involve monitoring environmental resources and recycling.

This standard is relevant to all operatives at every level in logistics operations. Operatives could, for example, be working in warehousing and storage, transport offices or freight forwarding. The standard could apply to those who look after a number of staff and have line manager responsibility.

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Performance criteria

You must be able to:

- P1 identify the types of **resources** used for logistics operations
- P2 identify the availability, demand and cost for logistics **resources** in your organisation
- P3 identify the factors which could affect the use of logistics **resources**
- P4 plan how the logistics **resources** could be used to meet business needs and maximise profitability in your organisation
- P5 optimise the use of logistics **resources** to achieve a balance of usage and performance
- P6 communicate with and inform **colleagues** of their organisational responsibilities in relation to using logistics **resources**
- P7 monitor the use of logistics **resources** to identify any positive or negative effects on the environment
- P8 identify ways of reducing, re-using, sharing, recycling or improving logistics **resources**
- P9 record work carried out in the relevant information and recording system, in accordance with organisational procedures
- P10 comply with organisational procedures and all **legal, safety, and operating requirements** relating to the use of logistics **resources**

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Knowledge and understanding

You need to know and understand:

- K1 the types of **resources** used in specific logistics operations
- K2 the factors that could affect the use of **resources** (e.g. Service Level Agreements and Key Performance Indicators)
- K3 the methods for optimising **resources** and communicating the requirements for resource usage to **colleagues**
- K4 the types of problems associated with the use of different types of logistics **resources**
- K5 the sources of information on legislation and regulations affecting logistics operations, including environmental legislation
- K6 the methods used by the organisation to monitor the use of logistics resources
- K7 how the use of logistics resources could be improved
- K8 the roles, responsibilities, and management systems relevant to logistics operations in your organisation
- K9 the information and recording systems, monitoring systems and communication methods used by your organisation
- K10 the organisational procedures and all **legal, safety and operating requirements** relating to the use of logistics **resources**

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Additional information

Glossary

Colleagues: permanent, temporary, agency staff; external

Resources: stock control systems, warehouse management systems, documentation, transport types, manpower, telematics, lifting and handling equipment, route planning tools, computer software, vehicle monitoring equipment

Legal, safety and operating requirements: safety regulations, codes of practice, load restrictions, working time regulations, transport regulations, working practices, operating procedures, industry guidelines

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