

TLIA5807A

Manage facility and inventory requirements

Unit Descriptor

This unit involves the skills and knowledge required to manage a facility and its inventory requirements. It includes identifying space, safety and security requirements; developing a documentation system; designing storage zones; and evaluating facility utilisation.

Employability Skills

The required outcomes described in this unit of competency contain applicable facets of Employability Skills. The Employability Skills Summary of the qualification in which this competency is packaged will assist in identifying employability skill requirements.

Application of the Unit

Work may be undertaken in various contexts within the transport and logistics industry.

This unit generally applies to those who provide leadership of others individually or in teams.

This unit is normally packaged at AQF V or above.

Competency Field

A – Handling Cargo/Stock

ELEMENT

Elements describe the essential outcomes of a unit of competency.

1 Identify space requirements

PERFORMANCE CRITERIA

Performance criteria describe the required performance needed to demonstrate achievement of the element. Assessment of performance is to be consistent with the evidence guide.

- 1.1 The medium-term and long-term storage needs of the organisation are assessed to facilitate planning in accordance with the business plan of the enterprise and legislative requirements
- 1.2 Product type, picking frequencies, value, fragility, weight, handling characteristics, quantity and holding periods are assessed to consider type and amount of storage
- 1.3 Facility is assessed to determine the stock holding and handling requirements for each inventory item
- 1.4 Volume requirements are calculated to ensure that ongoing stock holding needs are met
- 1.5 The total space requirement is calculated and used to formulate plan for space utilisation

2 Identify safety and security requirements

- 2.1 An assessment is made of risks to ensure maximum safety and security for personnel, stock and facilities
- 2.2 Storage handling security and incident/emergency procedures for each class or type of product are identified and documented
- 2.3 Fire prevention and firefighting systems are identified in accordance with building code regulations and storage

- material requirements
- 2.4 An evacuation plan is developed in accordance with the safety program of the enterprise
- 3 Develop documentation system**
- 3.1 A system for recording and tracing stock location, receipt, throughput and despatch is developed and implemented to enable reporting, quality assurance and financial requirements to be met
- 3.2 A system for recording communication with carriers, customers and employees is developed and implemented to assess operational effectiveness and to provide data for system improvement
- 4 Design storage zones**
- 4.1 Space requirements and equipment operation are accurately assessed to facilitate the planning of warehouse zones
- 4.2 An assessment is made of the facility to enable the most effective use of available space
- 4.3 Positioning of storage areas, bays, work stations and the like is undertaken in accordance with data obtained from the planning process
- 4.4 Provision for maintenance and cleaning is catered for
- 5 Evaluate facility utilisation**
- 5.1 A continual system of review is used involving regular checks to ensure storage areas and systems are functioning at optimum levels
- 5.2 Receiving and despatch systems provide efficient operations
- 5.3 Storage and handling systems provide ease of access and comply with ergonomic principles
- 5.4 Product handling and storage minimises product damage, contamination and stock losses
- 5.5 Facility layout remains sufficiently flexible to meet changing storage and handling requirements
- 5.6 Appropriate reporting systems are established and used to maintain data for the design of improved facilities and systems

REQUIRED KNOWLEDGE AND SKILLS

This describes the essential knowledge and skills and their level required for this unit.

Required knowledge:

- Relevant sections of national and state or territory regulatory requirements and codes of practice, including knowledge of fire safety and building regulations applicable to the facility
- Relevant OH&S and environmental procedures and regulations
- Focus of operation of warehouse systems, resources, management and workplace operating systems
- Enterprise business policies and plans including procedures for operations of the facility

- Throughput and storage requirements for specific types of inventory
- Principles, purpose and location of controls, monitoring devices, and systems
- Selection and appropriate application of technology, information systems and procedures
- Procedures for operating electronic communications equipment
- Requirements for completing relevant documentation
- Procedures for managing and controlling hazardous situations when carrying out work activities, particularly those that relate to the storage of materials
- Procedures to be followed in the event of an emergency

Required skills:

- Communicate effectively with others when managing facility and inventory requirements
- Read and interpret plans, diagrams, regulations, codes of practice and other documentation relevant to the management of facilities and inventory requirements
- Provide leadership to others when managing facilities and inventory requirements
- Adapt appropriately to cultural differences in the workplace, including modes of behaviour and interactions with others
- Promptly report and or rectify any identified problems that may arise during the planning and management of facilities and inventory requirements
- Develop and implement contingency plans for unplanned events which may arise during the management of facilities and inventory requirements
- Prioritise work and coordinate the work of others
- Apply precautions and required action to minimise, control or eliminate hazards that may exist during work activities
- Select and apply appropriate technology, information systems and procedures when managing facility and inventory requirements

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance.

The workplace environment may involve:

- twenty four hour operation
- single and multi site location
- large, medium and small companies

Depending on the organisation concerned, workplace procedures may be called:

- standard operating procedures (SOPs)
- company procedures
- enterprise procedures
- organisational procedures
- established procedures

Communication in the work area may include:

- phone
- electronic data interchange (EDI)
- fax
- email
- internet
- RF systems
- oral, aural or signed communications

Consultative processes may involve:

- other employees and supervisors
- relevant authorities and institutions
- management and union representatives
- industrial relations and OH&S specialists
- customers and suppliers
- other professional or technical staff, contractors and maintenance personnel

Documentation and records may include:

- regulations and codes of practice relevant to the functions of a storage facility, including the ADG code, fire safety and firefighting regulations, building code regulations, storage and handling procedures, and security procedures relevant to the specific facility
- relevant OH&S and environmental protection regulations
- quality assurance procedures
- emergency procedures, particularly in relation to fire and evacuation
- operations manuals, job specifications and induction documentation
- relevant Australian Standards and certification requirements

Applicable legislation and regulations may include:

- Australian and international regulations and codes of practice for the transport of dangerous goods and hazardous substances
- relevant state/territory OH&S and environmental protection legislation
- building codes, fire safety and firefighting codes and regulations

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required knowledge and skills, the range statement and the assessment guidelines for this Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

- The evidence required to demonstrate competency in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria of this unit and include demonstration of applying:
 - o the underpinning knowledge and skills
 - o relevant legislation and workplace procedures
 - o other relevant aspects of the range statement

Context of and specific resources for assessment

- Performance is demonstrated consistently over a period of time and in a suitable range of contexts
- Resources for assessment include:
 - o a range of relevant exercises, case studies and other simulated practical and knowledge assessment, and/or
 - o access to an appropriate range of relevant operational situations in the workplace
- In both real and simulated environments, access is required to:
 - o relevant and appropriate materials and/or equipment, and/or
 - o applicable documentation including workplace procedures, regulations, codes of practice and operation manuals

Method of assessment

- Assessment of this unit must be undertaken by a registered training organisation
- As a minimum, assessment of knowledge must be conducted through appropriate written/oral tests
- Practical assessment must occur:
 - o through appropriately simulated activities at the registered training organisation, and/or
 - o in an appropriate range of situations in the workplace