



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **AUM8031B Receive and store parts**

**Revision Number: 1**

## AUM8031B Receive and store parts

### Modification History

Not applicable.

### Unit Descriptor

<b>Unit descriptor</b>	<p>This unit describes the application of the required skills and knowledge to receive, check, tag and store parts.</p> <p>No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.</p>
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### Application of the Unit

<b>Application of the unit</b>	<p>The unit applies to the automotive and related component manufacturing environment and involves application of skills and knowledge at a production worker level. These skills and knowledge are to be used within the scope of the person's job and authority.</p>
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### Licensing/Regulatory Information

Not applicable.

### Pre-Requisites

<b>Prerequisite units</b>	Nil
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## Employability Skills Information

<b>Employability skills</b>	This unit contains Employability Skills.
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## Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the required performance needed to demonstrate achievement of the element. Where <b>bold italicised text</b> is used, further information is detailed in the required skills and knowledge and/or the range statement. Assessment of performance is to be consistent with the evidence guide.
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## Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Unload and unpack parts	1.1. <b>Transport equipment</b> is selected, checked, operated, and maintained in accordance with <b>organisation requirements</b> 1.2. Appropriate tools and equipment are selected to meet the job requirements 1.3. Packing slips are removed from crates and bins and stored to prevent them being misplaced or lost 1.4. Parts are unpacked from crates and bins and inspected for damage or faults 1.5. Crates or bins are dismantled and stored or disposed of in accordance with organisation procedures
2. Check parts against invoices/orders	2.1. Contents of bins and crates are checked against delivery dockets and invoices and against organisation's original order form 2.2. Short falls are recorded on appropriate organisation forms for back ordering or credit 2.3. Documentation is routed in accordance with organisation procedures
3. Select bins and racks	3.1. <b>Bins</b> and racks are selected to meet the storage requirements as stated in the organisation procedures 3.2. Bins and racks are matched to part numbers specified in the organisation procedures 3.3. Bins and racks are selected to meet the storage requirements in accordance with <b>OHS requirements</b>
4. Load and operate transport equipment as required	4.1. Transport equipment is selected to meet the job requirements stated in the organisation procedures 4.2. Bins and racks are loaded on to transport equipment to ensure safe transition of parts to storage areas
5. Identify, pack and store parts	5.1. Parts are identified and matched by numbers and codes stated in the parts catalogue 5.2. Parts are stacked in bins and racks to prevent damage 5.3. Location tags are selected and matched to part numbers as stated in warehouse layout plan and attached to bins and racks 5.4. Bins and racks are stacked in the aisles, rows and levels identified on the location tag
6. Complete stock	6.1. Stock movements are recorded in accordance with

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b>
control inventory records	organisation stock control procedures 6.2. Stock levels are recorded in accordance with organisation stock control procedures 6.3. Discrepancies in stock levels are recorded / highlighted in accordance with organisation stock control procedures

## Required Skills and Knowledge

### REQUIRED SKILLS AND KNOWLEDGE

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

#### Required skills

- speak clearly and directly in order to inform relevant personnel of the delivery status of ordered parts
- apply teamwork to a range of situations, including the transportation of deliveries
- solve problems particularly in teams in order to meet performance indicators
- show initiative in adapting to changing work conditions or contexts particularly when working across a variety of work areas
- access, interpret and apply information on relevant organisation policies, procedures and instructions, particularly to ensure discrepancies in stock levels are recorded appropriately
- manage time when planning, preparing and organising work priorities
- take responsibility for organising own work priorities.

#### Required knowledge

- relevant Occupational Health and Safety and Environmental regulations and organisation policies and procedures needed to carry out work in a manner which ensures the safety of people, equipment and the environment.
- technical work documentation covering procedures, specifications, schedules and work plans or equivalent
- cost minimisation/waste avoidance policies, procedures and practices
- environmental protection requirements relating to the disposal of waste material
- established communication channels and protocols
- problem identification and resolution techniques
- types of transport equipment and their application, including forklift, cranes, trolleys, stock pickers, conveyors
- organisation inventory procedures and documentation
- types of storage containers, including wooden crates, wire cages, wooden pallets, cardboard cartons
- identification of parts
- handling and storage procedures of dangerous goods
- organisation procedures for faulty parts.

## Evidence Guide

<b>EVIDENCE GUIDE</b>	
<p>The Evidence Guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment Guidelines for this Training Package.</p>	
<b>Overview of assessment</b>	
<b>Critical aspects for assessment and evidence required to demonstrate competency in this unit</b>	<p>Evidence of the following is essential:</p> <ul style="list-style-type: none"> <li>• compliance with relevant legislative, regulations, standards, codes of practice and establish safe practices and organisation policies and procedures for managing personal work priorities</li> <li>• maintaining a working knowledge of current work systems and practices</li> <li>• working and communicating effectively and positively with others involved in the work</li> <li>• applying, within authority, the requirements of the job or work role in relation to:               <ul style="list-style-type: none"> <li>• achieving production goals</li> <li>• achieving work quality goals</li> <li>• responding positively to changing work requirements</li> </ul> </li> <li>• contributing effectively to cost reduction initiatives</li> <li>• effectively applying problem solving techniques</li> <li>• modify activities to cater for variations in organisation context and environment</li> <li>• apply manual handling techniques</li> <li>• use transport equipment and tools</li> <li>• confirm incoming goods against orders and delivery dockets</li> <li>• tag parts and store in the appropriate racks, aisles and levels in the storage area</li> <li>• complete organisation stock control and inventory procedures</li> <li>• identify and mark faulty parts</li> <li>• apply organisation OHS policy and procedures</li> <li>• maintain an effective, clean and safe worksite.</li> </ul>
<b>Context of and specific resources for assessment</b>	<ul style="list-style-type: none"> <li>• assessment of the competency should take place in a safe working environment in a passenger motor vehicle manufacturing plant or simulated environment using tools/equipment/machinery required for the production process without undue</li> </ul>

<b>EVIDENCE GUIDE</b>	
	<p>disruption to the production process</p> <ul style="list-style-type: none"> <li>assessment is to occur under standard and authorised work practices, safety requirements and environmental constraints.</li> </ul>
<b>Method of assessment</b>	<p>A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:</p> <ul style="list-style-type: none"> <li>assessment methods must confirm consistency and accuracy of performance (over time and in a range of organisation relevant contexts) together with application of underpinning knowledge</li> <li>assessment methods must be by direct observation of tasks and include questioning on underpinning knowledge to ensure its correct interpretation and application</li> <li>assessment may be applied under project related conditions (real or simulated) and require evidence of process</li> <li>assessment must confirm a reasonable inference that competency is able not only to be satisfied under the particular circumstance, but is able to be transferred to other circumstances.</li> </ul>



## Range Statement

### 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. Bold italicised wording in the Performance Criteria is detailed below. Add any essential operating conditions that may be present with training and assessment depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts.

<p><b><i>Transport equipment</i></b> may include:</p>	<ul style="list-style-type: none"> <li>• forklift</li> <li>• cranes</li> <li>• trolleys</li> <li>• stock pickers</li> <li>• conveyors.</li> </ul>
<p><b><i>Organisation requirements</i></b> may include:</p>	<ul style="list-style-type: none"> <li>• access and equity principles and practices</li> <li>• environmental management (waste disposal, recycling and re-use guidelines)</li> <li>• emergency and evacuation procedures</li> <li>• equipment use procedures</li> <li>• ethical standards</li> <li>• legal obligations</li> <li>• maintenance and storage procedures</li> <li>• OHS requirements</li> <li>• organisational and site guidelines</li> <li>• policies and procedures relating to own role and responsibility</li> <li>• procedural manuals</li> <li>• quality assurance guidelines</li> <li>• quality and continuous improvement processes and standards</li> <li>• recording and reporting guidelines.</li> </ul>
<p><b><i>Bins</i></b> may include:</p>	<ul style="list-style-type: none"> <li>• wooden crates</li> <li>• wire cages</li> <li>• wooden pallets</li> <li>• cardboard cartons.</li> </ul>
<p><b><i>OHS requirements</i></b> may include:</p>	<p>Legislation and regulations, organisational safety policies and procedures and may include: the use of personal protective equipment and clothing, rescue services, fire fighting organisation and equipment, first aid equipment, hazard and risk control and elimination, systems covering the use of hazardous materials and substances and manual</p>

**RANGE STATEMENT**

	handling procedures including lifting and carrying.
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**Unit Sector(s)**

<b>Unit sector</b>	Automotive Manufacturing
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**Competency field**

<b>Competency field</b>	Truck/Bus/Trailer Manufacture and Assembly
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**Co-requisite units**

<b>Co-requisite units</b>	Nil
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