



Australian Government

MSFGN2002 Move and store materials and products

Release: 2

MSFGN2002 Move and store materials and products

Modification History

Release 2. Supersedes and is equivalent MSFGN2002 Move and store materials and products (Release 1).

Release 1. New unit of competency. Supersedes and is equivalent to LMFGN2002B Move and store materials and products.

Application

This unit of competency describes the skills and knowledge required to move, store and record stocks of materials and products. It involves establishing suitable areas for the required storage, as well as suitable methods for stacking and storing. The unit requires the use of workplace technology to record stock movement in workplace inventory or records systems.

The unit applies to any individual moving and storing materials and products as part of their job role.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Unit Sector

Generic

Elements and Performance Criteria

Elements	Performance Criteria	
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.	
1. Prepare to store materials and products	1.1	Identify materials and products to be stored according to work instructions
	1.2	Identify potential uses of materials and products, and frequency of use or of required access
	1.3	Determine size and shape of materials and products, and special storage requirements
	1.4	Locate required instructions, care labels, and stock identification information

Elements Elements describe the essential outcomes.	Performance Criteria Performance criteria describe the performance needed to demonstrate achievement of the element.	
	1.5	Forward product re-order documentation to required personnel in a timely manner when it is required and according to workplace procedures
2. Establish storage areas	2.1	Select storage area suitable for type and quantity of materials and products
	2.2	Obtain required workplace clearances for use of storage area
	2.3	Clear storage area of waste and contaminants and install, or have installed, required safety equipment
	2.4	Plan storage area to safely and effectively position goods in line with workplace handling and storing procedures and requirements
	2.5	Organise access and working space to enable safe lifting and use of required manual handling equipment and forklifts
3. Move materials and products	3.1	Select and access any assistance and equipment required for lifting and handling activity according to workplace procedures
	3.2	Complete movement activities using required handling equipment and according to work instructions, work health and safety (WHS) requirements, and workplace procedures
	3.3	Forward safe storage materials and products to required personnel in line with established work practices
	3.4	Observe condition of materials and products on arrival at storage area and return items below specification according to workplace procedures
4. Store materials and products and finalise activity	4.1	Stack materials and products appropriately for weight loading, size and crushability and observe any requirements for separation of particular types of hazardous or incompatible materials and products
	4.2	Store materials and products according to WHS requirements, material and product specifications and workplace procedures
	4.3	Locate materials and products in a manner that enables access to frequently required items

Elements	Performance Criteria	
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.	
	4.4	Record stock movement and storage details in inventory or records system according to established workplace protocols
	4.5	Seek and respond to feedback from others to continuously improve work performance

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria of this unit of competency.

Numeracy skills to:	<ul style="list-style-type: none"> identify and interpret familiar and simple mathematical information relating to: <ul style="list-style-type: none"> material and product identification information length, mass, volume/capacity, and temperature measures weight load capacity of storage shelves order and group materials and products based on their shape, measurement, and weight in order to correctly stack and store them
Oral communication skills to:	<ul style="list-style-type: none"> communicate information and report non-routine problems: <ul style="list-style-type: none"> speaking clearly asking questions to gain information
Reading skills to:	<ul style="list-style-type: none"> interpret routine workplace documentation, including work instructions and WHS requirements
Technology skills to:	<ul style="list-style-type: none"> use workplace technology when moving and storing materials and products, including inventory systems, equipment, and measuring and recording devices

Unit Mapping Information

Release 2. Supersedes and is equivalent MSFGN2002 Move and store materials and products, (Release 1).

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Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0601ab95-583a-4e93-b2d4-cfb27b03ed73>