



Australian Government

Department of Education, Employment and Workplace Relations

TLIA3026A Monitor storage facilities

Release: 1

TLIA3026A Monitor storage facilities

Modification History

Not Applicable

Unit Descriptor

Unit Descriptor

This unit involves the skills and knowledge required to monitor storage facilities in accordance with workplace requirements including determining site functions and operations; monitoring storage operations in accordance with workplace procedures; and taking appropriate action in response to identified discrepancies, changes to storage requirements, or breaches in operational procedures. Licensing, legislative, regulatory or certification requirements are applicable to this unit.

Application of the Unit

Application of the Unit

Work must be carried out in compliance with the relevant regulations and workplace requirements concerning the monitoring of storage facilities.

Work is performed under general supervision. It involves the application of product knowledge and an understanding of relevant regulatory requirements to the monitoring of storage facilities in the warehousing, distribution and/or storage industries.

Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Not Applicable

Employability Skills Information

Employability Skills This unit contains employability skills.

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. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Determine site functions and operations	1.1 Layout of storage facilities, work flow and activities undertaken in each zone are identified 1.2 Type of storage facilities, their purpose and (any) associated risk factors are identified 1.3 Inventory lists are accessed through record management system 1.4 Storage separations and co-storage applications are identified
2 Monitor storage operations	2.1 Inventory data is confirmed to match goods/freight and applicable storage requirements 2.2 Storage areas are supervised to ensure movement of personnel and goods/freight are in accordance with workplace procedures 2.3 Storage facilities are checked to ensure appropriate operational capacity 2.4 Integrity of goods/materials are monitored to ensure appropriate quality is maintained 2.5 Discrepancies/changes to storage requirements and/or inventory lists are noted and action undertaken in accordance with workplace procedures 2.6 Appropriate action(s) are initiated in response to breaches of operational procedures or to an emergency/incident 2.7 Operational actions and investigative outcomes are documented in accordance with workplace procedures

Required Skills and Knowledge

REQUIRED KNOWLEDGE AND SKILLS

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

Required knowledge:

- Australian codes and regulations, permit and licence requirements relevant to the workplace activities
- Relevant OH&S and environmental protection procedures and guidelines
- Workplace procedures and policies relevant to the monitoring of storage facilities
- Focus of operation of work systems, equipment, management and site operating systems
- Information on various categories or groups of products including their key characteristics and hazards and the special handling, stacking and storage requirements for each
- Types of storage areas and related equipment appropriate for different types of goods including perishable, fragile, dangerous, composition/state goods

REQUIRED KNOWLEDGE AND SKILLS

- Equipment applications, capacities, configurations, safety hazards and control mechanisms
- Requirements for workplace documentation reports and records
- Problems that may occur when monitoring storage facilities and appropriate action that can be taken
- Site layout
- Housekeeping standards and procedures required in the workplace

Required skills:

- Communicate effectively with others when monitoring storage facilities
- Read and interpret instructions, procedures, information and signs relevant to the monitoring of storage facilities
- Complete documentation related to the monitoring of storage facilities
- Work collaboratively with others when monitoring storage facilities
- Adapt appropriately to cultural differences in the workplace, including modes of behaviour and interactions with others
- Promptly report and/or rectify any identified problems, faults or malfunctions when monitoring storage facilities in accordance with regulatory requirements and workplace procedures
- Implement contingency plans for unplanned events related to the monitoring of storage facilities
- Apply precautions and required action to minimise, control or eliminate hazards that may exist during work activities
- Modify activities depending on differing operational contingencies, risk situations and environments
- Work systematically with required attention to detail without injury to self or others, or damage to goods or equipment
- Operate and adapt to differences in equipment in accordance with standard operating procedures
- Use information on products and stock to determine, plan and organise processes used for the monitoring of storage facilities
- Select and use relevant communications, computing and office equipment when monitoring storage facilities
- Monitor performance of equipment
- Select and use required personal protective equipment conforming to industry and OH&S standards

Evidence Guide

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:
 - the underpinning knowledge and skills
 - relevant legislation and workplace procedures
 - 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:
 - a range of relevant exercises, case studies and/or other simulated practical and knowledge assessment, and/or
 - access to an appropriate range of relevant operational situations in the workplace
- In both real and simulated environments, access is required to:
 - relevant and appropriate materials and equipment, and
 - 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:
 - through activities in an appropriately simulated environment at the registered training organisation, and/or
 - in an appropriate range of situations in the workplace

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.

- Work may be conducted:
- in a range of work environments
 - by day or night
- Customers may be:
- internal or external
- Workplaces may comprise:
- large, medium or small worksites
- Requirements for work may include:
- restricted spaces
 - site restrictions and procedures
 - use of safety and personal protective equipment
 - communications equipment
 - specialised lifting and/or handling equipment
 - incident/accident breakdown procedures
 - additional gear and equipment
 - noise restrictions
 - hours of operations
 - authorities and permits
- Work may be conducted in:
- restricted spaces
 - exposed conditions
 - controlled or open environments
 - environments involving the movement of equipment, goods, materials and/or vehicular traffic
- Goods may involve:
- special handling, location, storage and/or packaging requirements, including temperature controlled goods and dangerous goods
- Modes of transfer may be:
- manual or motorised
- Storage types may include but are not limited to:
- bin/binning systems
 - rack refrigeration/freezers/cold rooms
 - marked floor space
 - containers
 - racks and racking systems
 - block/stacks
 - pallets
- Inventory systems may be:
- automated
 - manual
 - paper-based
 - computerised
 - microfiche

RANGE STATEMENT

Categories or groups of products/stock may include:

- small parts
- perishable goods
- overseas export
- dangerous goods
- refrigerated products
- temperature controlled stock
- fragile goods

The characteristics of products/stock may include:

- small parts
- toxicity
- flammability
- form
- weight
- size
- state
- perishability
- fragility
- security risk

Labelling systems may include but are not limited to:

- batch code
- bar code
- identification numbering systems
- serial numbers
- symbols for safe handling
- ADG and HAZCHEM Codes

Hazards in the work area may include:

- hazardous or dangerous materials
- contamination of, or from, materials being handled
- noise, light, energy sources
- stationary and moving machinery, parts or components
- service lines
- skills, leakages, ruptures
- dust/vapours
- oil or water on floor
- a fire or explosion
- damaged packaging or pallets
- debris on floor
- faulty racking
- poorly stacked pallets
- faulty equipment

Communication in the work area may include:

- phone
- electronic data interchange (EDI)
- fax

RANGE STATEMENT

- email
 - internet
 - RF systems
 - oral, aural or signed communications
- Depending on the type of organisation concerned and the local terminology used, workplace procedures may include:
- company procedures
 - enterprise procedures
 - organisational procedures
 - established procedures
- Personal protective equipment may include:
- gloves
 - safety headwear and footwear
 - safety glasses
 - two-way radios
 - high visibility clothing
- Consultative processes may involve:
- other employees and supervisors
 - suppliers, customers and clients
 - relevant authorities and institutions
 - management and union representatives
 - industrial relations and OH&S specialists
 - other maintenance, professional or technical staff
- Information/documents may include:
- goods identification numbers and codes
 - manifests, picking slips, merchandise transfers, stock requisitions and bar codes
 - codes of practice and regulations relevant to workplace operations
 - Australian and international regulations and codes of practice for the handling, stacking and transport of dangerous goods and hazardous substances
 - operations manuals, job specifications and induction documentation
 - manufacturers specifications for equipment
 - workplace procedures and policies
 - supplier and/or client instructions
 - dangerous goods declarations and material safety data sheets (where applicable)
 - award, enterprise bargaining agreement, other industrial arrangements
 - relevant Australian standards and certification requirements
 - quality assurance procedures
 - emergency procedures
- Applicable regulations and
- codes and regulations relevant to the monitoring of storage

RANGE STATEMENT

legislation may include:

- facilities
- Australian and international regulations and codes of practice for the storage of dangerous goods and hazardous substances, including:
 - Australian Dangerous Goods Code
 - Australian Explosives Code
 - licence, patent or copyright arrangements
 - water and road use and licence arrangements
 - export/import/quarantine/bond requirements
 - marine orders
 - relevant state/territory OH&S and environmental protection legislation
 - workplace relations regulations
 - workers compensation regulations

Unit Sector(s)

Not Applicable

Competency Field

Competency Field A - Handling Cargo/Stock