



**Australian Government**

**Assessment Requirements for ICPSUP241  
Undertake warehouse or stores materials  
processing**

**Release: 1**

# Assessment Requirements for ICPSUP241 Undertake warehouse or stores materials processing

## Modification History

Release	Comments
Release 1	This version first released with ICP Printing and Graphic Arts Training Package Version 1.0.

## Performance Evidence

Evidence of the ability to:

- correctly handle, dispatch and receive goods in a warehouse/store
- demonstrate handling and storage techniques and procedures for at least THREE different types of goods/materials.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

## Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

Dispatching and receiving production materials

- outline procedures in place for receipt and inspection of goods on arrival
- list indicators that goods received have been approved for production and comply with the purchase order
- explain reasons why goods have to be labelled according to operating procedures and legislative requirements
- describe procedures in place if dispatched goods do not reach their destination
- outline procedures in place if goods are not received as requested
- identify who is authorised to sign for goods received

Handling methods and procedures

- outline production problems caused by inconsistent stock handling
- explain the procedure for reporting and recording damaged materials
- list alternative uses for damaged stock or materials
- describe the company insurance policy for damaged stock and materials

### Storing and packaging of warehouse/store materials

- explain the effect of relative humidity and temperature on substrates
- outline the effect of ultra violet light on exposed rubber blankets or rollers
- explain how materials should be stored in relation to their use-by date or shelf life
- summarise the correct storing of heavy or liquid materials in a shelving system.

### Information sources

- outline the information in machine manuals, safety and other documentation relevant to this task

## Assessment Conditions

Gather evidence to demonstrate consistent performance in conditions that are safe and replicate the workplace. Noise levels, production flow, interruptions and time variances must be typical of those experienced in the Support field of work and include access to special purpose tools, equipment and materials.

Assessors must satisfy NVR/AQTF assessor requirements.

## Links

Companion Volume implementation guides are found in VETNet -  
<https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=a74b7a0f-a253-47e3-8be0-5d426e24131d>