



**Australian Government**

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

# **LMFGN2002B Move and store materials and products**

**Revision Number: 1**

## LMFGN2002B Move and store materials and products

### Modification History

Not applicable.

### Unit Descriptor

<b>Unit descriptor</b>	This unit covers the competency to move, store and to record raw materials, goods and finished products.
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### Application of the Unit

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### Licensing/Regulatory Information

Not applicable.

### Pre-Requisites

<b>Prerequisite units</b>	Nil	

### Employability Skills Information

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

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

ELEMENT	PERFORMANCE CRITERIA
<p>1. Identify products to be stored and appropriate stock records/inventory systems</p>	<p>1.1. Materials, goods and products to be stored are identified</p> <p>1.2. Potential uses, frequency of use of the materials or frequency of dispatch to other work sections or customers are identified</p> <p>1.3. Size, shape and special storage requirements are determined</p> <p>1.4. Requirements for safe storage are identified and forwarded to appropriate personnel</p> <p>1.5. Stock/inventory systems records are maintained</p> <p>1.6. Relevant product information, including instructions, care labels and product identification information, are located</p> <p>1.7. When required reorder documentation is forwarded to appropriate personnel</p>
<p>2. Establish storage areas</p>	<p>2.1. Storage areas selected meet requirements for storing product type and quantity</p> <p>2.2. Appropriate workplace clearances for use of storage areas are obtained</p> <p>2.3. Storage areas are cleared of waste and contaminants and any required safety equipment is installed</p> <p>2.4. Storage areas are planned to safely and effectively store goods based on frequency of use, safe height, weight and size</p> <p>2.5. Storage arrangements take into account potential damage to raw materials or finished products from:</p> <p>2.5.1. other stored items</p> <p>2.5.2. handling</p> <p>2.5.3. rearranging</p> <p>2.5.4. crushing/scratching/contamination</p> <p>2.6. Access and working space for safe use by appropriate manual handling equipment, forklifts or safe lifting by personnel is ensured</p>
<p>3. Move materials</p>	<p>3.1. Movement activities are completed as an individual or working directly with others as required by the work tasks</p> <p>3.2. Roles and related responsibilities for the successful completion of the safe lifting activity are identified and applied</p> <p>3.3. Materials handling equipment appropriate to the task is</p>

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b>
	<p>selected and used in accordance with regulatory and/or site requirements</p> <p>3.4. Feedback from others is constructively accepted and acted on to continuously improve team and work performance</p>
4. Store materials, goods and products	<p>4.1. Condition of materials, goods and products is observed on arrival and any product below specification is returned to appropriate work areas</p> <p>4.2. Workplace health and safety requirements, including personal protection needs, are observed throughout the work</p> <p>4.3. Materials, goods and products are stored observing any requirements for separation of particular types of hazardous or incompatible materials, goods or products</p> <p>4.4. Materials are stacked appropriately for weight loading, size and crushability of goods or products</p> <p>4.5. Products are located to enable access to frequently required items</p> <p>4.6. Work is undertaken in accordance with workplace procedures</p>

## Required Skills and Knowledge

### REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

#### Required skills

- collect, organise and understand information related to the movement and storage of materials and products, work orders, plans and safety procedures
- communicate ideas and information to enable confirmation of work requirements and specifications and the reporting of work outcomes and problems
- plan and organise activities including the preparation and layout of the storage site to avoid any back tracking or work flow interruptions
- work with others and in a team by recognising dependencies and using cooperative approaches to optimise work flow and productivity
- use mathematical ideas and techniques to correctly complete measurements, calculate area, estimate storage requirements and material requirements
- use checking and inspection techniques to anticipate movement and storage problems, avoid reworking and avoid wastage
- use the limited workplace technology related to movement and storage including inventory systems, tools, equipment and measuring and recording devices

#### Required knowledge

- workflow in relation to use of goods and materials in store
- potential hazards including fire and explosion risk, security issues and operator safety around products to be stored
- appropriate controls and safety equipment to manage risk
- requirements for minimising damage to and maintaining contaminant-free unfinished materials goods and completed products
- requirements of working with others in a team

## Evidence Guide

### EVIDENCE GUIDE

The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

#### Critical Aspects of Evidence

- Locate, interpret and apply information relevant to the requirements of the goods to be moved or stored
- Apply safe handling requirements for equipment, products and materials, including use of personal protective equipment
- Plan layout of storage areas
- Interpret regulations and workplace order requirements
- Follow work instructions, operating procedures and inspection practices to:
  - minimise the risk of injury to self or others
  - prevent damage to goods, equipment and products
  - maintain required production output and product quality
- Establish and maintain storage areas for:
  - raw materials
  - production outputs
- Use a range of non-regulated materials handling devices
- Work effectively with others
- Modify activities to cater for variations in workplace contexts and environment

#### Resource Implications

Storage area, manual materials handling equipment, products/materials for storage.

#### Method of Assessment

Assessment methods must confirm consistency of performance over time and in a range of workplace relevant contexts.

Assessment should be by direct observation of tasks and questioning on underpinning knowledge.

Assessment should be conducted over time and may be in conjunction with assessment of other units of competency.

#### Context of Assessment

Assessment may occur on the job or in a workplace simulated facility with relevant process equipment,

<b>EVIDENCE GUIDE</b>
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	materials, work instructions and deadlines.
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## Range Statement

<b>RANGE STATEMENT</b>	
<p>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, if used in the performance criteria, is detailed below. 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) may also be included.</p>	
<b>Unit context</b>	<ul style="list-style-type: none"> <li>OHS requirements include legislation, building codes, material safety management systems, hazardous substances and dangerous goods codes and local safe operating procedures</li> <li>Work is carried out in accordance with legislative obligations, environmental legislation, relevant health regulations, manual handling procedures and organisation insurance requirements</li> </ul>
<b>Materials</b>	Materials may include perishable and non-perishable inventory required to support production operations
<b>Materials handling equipment</b>	Materials handling equipment covered by this unit is restricted to non-regulated machines and appliances
<b>Products may include:</b>	<ul style="list-style-type: none"> <li>furniture</li> <li>furnishing items</li> <li>components and other outcomes (outputs of the local production processes)</li> </ul>
<b>Tools and equipment may include but are not limited to:</b>	<ul style="list-style-type: none"> <li>pre-fabricated and fixed shelving</li> <li>open and enclosed pallets</li> <li>shipping containers</li> <li>non-motorised lifting and movement aids</li> </ul>
<b>Personal protective equipment</b>	Personal protective equipment is to include that prescribed under legislation, regulations and enterprise policies and practices
<b>Information and procedures</b>	<ul style="list-style-type: none"> <li>Workplace procedures relating to the use of tools and equipment</li> <li>Work instructions, including job sheets, cutting lists, plans, drawings and designs</li> <li>Workplace procedures relating to reporting and communication</li> </ul>

<b>RANGE STATEMENT</b>	
	<ul style="list-style-type: none"><li>• Manufacturer specifications and operational procedures</li></ul>

### **Unit Sector(s)**

<b>Unit sector</b>	Generic
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### **Competency field**

<b>Competency field</b>	
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### **Co-requisite units**

<b>Co-requisite units</b>		