



Australian Government

MEM11007 Administer inventory procedures

Release: 1

MEM11007 Administer inventory procedures

Modification History

Release 1. Supersedes and is equivalent to MEM11007B Administer inventory procedures

Application

This unit of competency defines the skills and knowledge required for the administration of inventory procedures using manual or electric systems to support or maintain stores or inventory systems, for example, Just-in-Time or KANBAN systems.

Where routine activity within standard operating procedure (SOP) is undertaken unit MEM16006 Organise and communicate information and unit MEM16008 Interact with computing technology, should be selected as appropriate.

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

Band: A

Unit Weight: 4

Pre-requisite Unit

MEM13015	Work safely and effectively in manufacturing and engineering
MEM16006	Organise and communicate information

Competency Field

Materials handling

Elements and Performance Criteria

Elements describe the essential outcomes.

Performance criteria describe the performance needed to demonstrate achievement of the element.

1	Determine job requirements	1.1	Follow standard operating procedures (SOPs)
		1.2	Comply with work health and safety (WHS) requirements at all times
		1.3	Use appropriate personal protective equipment (PPE) in accordance with SOPs

Elements describe the essential outcomes.

Performance criteria describe the performance needed to demonstrate achievement of the element.

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|---|---------------------------------|-----|--|
| | | 1.4 | Identify job requirements from specifications, job sheets or work instructions |
| 2 | Use inventory procedures | 2.1 | Apply inventory procedures according to SOPs |
| | | 2.2 | Use requisition, purchase, shipping and invoice documentation, as required |
| | | 2.3 | Access inward/outward recording/filing system and maintain according SOPs |
| | | 2.4 | Maintain customer orders |
| | | 2.5 | Book back returned orders |
| 3 | Requisition goods | 3.1 | Apply requisition procedures |
| | | 3.2 | Complete requisition of goods on time |
| | | 3.3 | Complete all recording/s on system and file in an appropriate manner in accordance with SOPs |

Foundation Skills

This section describes those required skills (reading, writing, oral communication and numeracy) that are essential to workplace performance in this unit of competency.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

No range of conditions provided for this unit.

Unit Mapping Information

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Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b7050d37-5fd0-4740-8f7d-3b7a49c10bb2>