



Australian Government

MEM11018 Organise and maintain warehouse stock receipt and dispatch system

Release: 1

MEM11018 Organise and maintain warehouse stock receipt and dispatch system

Modification History

Release 1. Supersedes and is equivalent to MEM11018B Organise and maintain warehouse stock receipt and/or dispatch system

Application

This unit of competency defines the skills and knowledge required to organise, configure and maintain warehouse receipt and dispatch areas taking into account customer and supplier needs, including special requirements of products, materials and location, documentation and system requirements.

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

Band: A

Unit Weight: 6

Pre-requisite Unit

MEM11008	Package materials (stores and warehouse)
MEM11011	Undertake manual handling
MEM13015	Work safely and effectively in manufacturing and engineering
MEM16006	Organise and communicate information

Plus, one or more of the following, including their prerequisites:

MEM11013	Undertake warehouse receipt process
MEM11014	Undertake warehouse dispatch process

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.

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|---|--|--|
| 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 Identify warehouse receipt and dispatch areas organisational requirements from enterprise quality practices and procedures |
| | | |
| 2 | Allocate/coordinate work activities in receipt and dispatch areas | 2.1 Allocate equipment and/or staff to meet receipt and dispatch schedules |
| | | 2.2 Distribute and collect relevant documentation |
| | | 2.3 Develop contingency procedures and implement for receipt and dispatch problems |
| | | |
| 3 | Maintain stock receipt and dispatch system | 3.1 Provide information and extract in an accurate manner according to SOPs |
| | | 3.2 Produce receipt and dispatch reports, as required |
| | | 3.3 Make modifications to dispatch and receipt system according to SOPs |
| | | 3.4 Identify and report problems with receipt and dispatch system |
| | | 3.5 Participate in continuous improvement of dispatch and receipt systems |

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

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Equipment includes one (1) or more of the following:

- calculators
- scanners
- portable computers

Staff includes one (1) or more of the following:

- drivers
- stores assistants
- casuals
- specialists

Modifications include one (1) or more of the following:

- extra staff
- adjustment of hours
- set up special storage areas
- hire of lifting equipment

Problems include one (1) or more of the following:

- out-of-hours receipt
- late deliveries or dispatches
- dealing with goods that need equipment for loading or unloading
- hazardous goods
- inadequate stores capacity
- emergency procedures
- special legislative requirements

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>